

Message

From: Aguilar, Marlyn [Aguilar.Marlyn@epa.gov]
Sent: 7/28/2017 3:45:04 PM
To: Earle, Judy [Earle.Judy@epa.gov]
Subject: FW: Privacy Act Request Supporting Information: PA-0001-2017

FYI

From: McGuire, Cathy
Sent: Wednesday, July 19, 2017 4:37 PM
To: Gheitu, Judy <Gheitu.Judy@epa.gov>; Aguilar, Marlyn <Aguilar.Marlyn@epa.gov>; Sabbagh, Bill <sabbagh.bill@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>; Kerwin, Courtney <Kerwin.Courtney@epa.gov>; Crawford, Tim <Crawford.Tim@epa.gov>; Earle, Judy <Earle.Judy@epa.gov>; McGuire, Cathy <McGuire.Cathy@epa.gov>
Subject: RE: Privacy Act Request Supporting Information: PA-0001-2017

Judy, Judy and Larry,

I truly apologize for all the confusion on the process of who is to respond to the requestor for the Privacy Act Request PA-0001-2017. Part of the confusion may be the fact the requestor has requested similar information multiple times from both the FOIA and the Privacy Office.

Ex. 5 - Deliberative Process

I am sending this to both the Privacy Office and the FOIA Office and hopefully this can serve as a request for an official request for an extension for PA-0001-2017 based on the need for additional information exchange between Offices to complete the response. This should extension should require less than a week from the official due date July 19, 2017 for the appropriate Program Office to be identified and respond to the requestor.

Thank you,

Cathy

Cathy McGuire
OEI SharePoint Site Collection Administrator / OEI Liaison Privacy Official
OEI/OBOS/Information and Security Division
Mail code N-229-01
109 TW Alexander Drive
Durham, NC 27711

email: mcguire.cathy@epa.gov

(w) 919-541-4053
(cell) 919-885-3705

From: Gheitu, Judy
Sent: Wednesday, July 19, 2017 3:10 PM
To: Aguilar, Marlyn <Aguilar.Marlyn@epa.gov>; McGuire, Cathy <McGuire.Cathy@epa.gov>
Subject: RE: Privacy Act Request Supporting Information: PA-0001-2017

Thanks again, Marlyn. I will relay your response to Cathy.

Judy Burns Gheitu

Office of Environmental Information | Office of Information Security and Privacy (OISP)
1200 Pennsylvania Ave NW | MC 2822T
Washington, DC 20460
202-566-0134

The Office of Information Security and Privacy (OISP) is a customer-focused organization. If I exceed or do not meet your expectations, please feel free to contact: Jeff Anouilh, D-SAISO at anouilh.jeffrey@epa.gov or via phone at (202)566-2455.

From: Aguilar, Marlyn
Sent: Wednesday, July 19, 2017 2:52 PM
To: Gheitu, Judy <Gheitu.Judy@epa.gov>
Subject: RE: Privacy Act Request Supporting Information: PA-0001-2017

Hi Judy,

Here's what the procedure says about delays:

If an extension of time to respond is required:

The ISO or System Owner who is unable to respond to the request by the due date will inform the individual of the reason(s) for the delay and will provide an estimated time for when a decision will be made. The extension of time to respond must be provided in writing and a copy sent to the HQ LPO.

From: Gheitu, Judy
Sent: Wednesday, July 19, 2017 2:35 PM
To: Aguilar, Marlyn <Aguilar.Marlyn@epa.gov>
Subject: FW: Privacy Act Request Supporting Information: PA-0001-2017

Judy Burns Gheitu

Office of Environmental Information | Office of Information Security and Privacy (OISP)
1200 Pennsylvania Ave NW | MC 2822T
Washington, DC 20460
202-566-0134

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From: McGuire, Cathy
Sent: Wednesday, July 19, 2017 12:49 PM
To: Sabbagh, Bill <sabbagh.bill@epa.gov>; Gheitu, Judy <Gheitu.Judy@epa.gov>; Earle, Judy <Earle.Judy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Privacy Act Request Supporting Information: PA-0001-2017

All,

What is the process for requesting an extension while we clarify the process?

Ex. 5 Deliberative Process (DP)

Cathy

Cathy McGuire
OEI SharePoint Site Collection Administrator / OEI Liaison Privacy Official
OEI/OBOS/Information and Security Division
Mail code N-229-01
109 TW Alexander Drive
Durham, NC 27711

email: mcguire.cathy@epa.gov

(w) 919-541-4053
(cell) 919-885-3705

From: Sabbagh, Bill
Sent: Wednesday, July 19, 2017 9:57 AM
To: Gheitu, Judy <Gheitu.Judy@epa.gov>; McGuire, Cathy <McGuire.Cathy@epa.gov>; McKinney, Robert <mckinney.robert@epa.gov>; Earle, Judy <Earle.Judy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Privacy Act Request Supporting Information: PA-0001-2017
Importance: High

Judy,

Ex. 5 Deliberative Process (DP)

Thank you

Bill Sabbagh
Director,
Information & Security Program Division (ISPD)
Office of Business Operation and Services (OBOS)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency (US EPA)
Office Location:
Suite 5322G EPA West | [1301 Constitution Ave NW](#) | Map: <http://tinyurl.com/hbem8>
Mailing Address:
U.S. EPA | 1200 Pennsylvania Ave NW Mail Code: 2832T | [Washington, DC 20460](#)
Phone: [202-566-9859](#) | Cell: [202-302-3722](#) Email: Sabbagh.bill@epa.gov

From: Gheitu, Judy
Sent: Wednesday, July 19, 2017 9:14 AM

To: Sabbagh, Bill <sabbagh.bill@epa.gov>

Subject: RE: Privacy Act Request Supporting Information: PA-0001-2017

Hi Bill,

The EPA Procedure for Processing Privacy Act Requests

http://intranet.epa.gov/oei/imitpolicy/qic/ciopolicy/processing_pa_requests.pdf

states that the ISO or System Owner is responsible for responding to the individual in writing.

Judy Burns Gheitu

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Washington, DC 20460
202-566-0134

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From: Sabbagh, Bill

Sent: Wednesday, July 19, 2017 7:16 AM

To: Gheitu, Judy <Gheitu.Judy@epa.gov>; McGuire, Cathy <McGuire.Cathy@epa.gov>

Subject: RE: Privacy Act Request Supporting Information: PA-0001-2017

Hi Judy

Thanks for the document,

Ex. 5 - Deliberative Process

Thank you

From: Gheitu, Judy

Sent: Tuesday, July 18, 2017 2:35 PM

To: McGuire, Cathy <McGuire.Cathy@epa.gov>; Sabbagh, Bill <sabbagh.bill@epa.gov>

Subject: RE: Privacy Act Request Supporting Information: PA-0001-2017

Good afternoon Cathy,

I found a couple of letter templates used by the FOIA office and Marlyn Aguilar updated them. I hope they suffice.

Judy Burns Gheitu

Office of Environmental Information | Office of Information Security and Privacy (OISP)
1200 Pennsylvania Ave NW | MC 2822T
Washington, DC 20460
202-566-0134

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From: McGuire, Cathy
Sent: Monday, July 17, 2017 10:28 AM
To: Earle, Judy <Earle.Judy@epa.gov>; Gheitu, Judy <Gheitu.Judy@epa.gov>
Cc: Sabbagh, Bill <sabbagh.bill@epa.gov>; McGuire, Cathy <McGuire.Cathy@epa.gov>
Subject: RE: Privacy Act Request Supporting Information: PA-0001-2017
Importance: High

Judy and Judy,

Just a quick follow-up to the email I sent on Thursday to confirm you received it. Please let me know if you have any questions.

Cathy

Cathy McGuire
 OEI SharePoint Site Collection Administrator / OEI Liaison Privacy Official
 OEI/OBOS/Information and Security Division
 Mail code N-229-01
 109 TW Alexander Drive
 Durham, NC 27711

email: mcguire.cathy@epa.gov

(w) 919-541-4053
 (cell) 919-885-3705

From: McGuire, Cathy
Sent: Thursday, July 13, 2017 2:52 PM
To: Earle, Judy <Earle.Judy@epa.gov>; Gheitu, Judy <Gheitu.Judy@epa.gov>
Cc: bill sabbagh (sabbagh.bill@epa.gov) <sabbagh.bill@epa.gov>; Cathy McGuire <McGuire.Cathy@epa.gov>; Crawford, Tim <Crawford.Tim@epa.gov>; Kerwin, Courtney <Kerwin.Courtney@epa.gov>
Subject: Privacy Act Request Supporting Information: PA-0001-2017

Judy and Judy,

This email is in response to Privacy Act Request (PA-001-2017). The request was from Mr. James Chelmowski and covered the period of September 1, 2015 to June 9, 2017. Mr. Chelmowski requested under both FOIA 5 USC 552 and Privacy Act 5 USC 552a the Agency produce from *FOIAonline, EPA-9 & EPA-GOVT-2 of EPA.System.of.Records* all FOIAonline records which are Related to the Requester include for all the FOIAonline individual records including but not limited to all FOIAonline record fields, entries, status change, assignments, case file, notes, comments, logs, notes, etc. for all my EPA FOIA requests required for both Privacy Act and/or FOIA request.

In my capacity as the OEI Liaison Privacy Official (LPO), I reached out to each of the respective system owners: Tim Crawford (EPA-9, FOIAonline) and Courtney Kerwin (EPA-GOVT-2, FDMS) in response to this request.

Information Re: Records Pertaining to Mr. Chelmowski found in EPA-9, FOIAonline

I was informed by Larry Gottesman (FOIA Office) this information is currently being researched by Wendy Schumacher (FOIA Office) as a result of a recent EPA FOIA request for the same information. Mr. Gottesman recommended for Privacy Act Response to PA-001-2017, the EPA Privacy Officer explain to Mr. Chemowski that any records found based on his request for records pertaining to him in EPA-9 FOIAonline would be sent to him from the EPA FOIA Office. The FOIA case numbers are EPA-HQ-2017-008255 and EPA-HQ-2017-008256.

Information Re: Records Pertaining to Mr. Chelmowski found in FDMS, formerly EPA-GOVT-2

*Courtney Kerwin (FDMS system owner) responded there are no FOIAonline records maintained within FDMS. Unless this request were to cover **all** records related to Mr. Chelmowski (which was not her read of the request), the Agency do not have any records to provide.*

In regards to the written response to Mr. Chelmowski, I have spoken with my Division Director, Bill Sabbagh and he agrees this should come from the Privacy Office since the request was directed to the Agency Privacy Official.

If you have any questions please reach out to me at mcguire.cathy@epa.gov or 919.541.4053.

Thank you,

Cathy

Cathy McGuire
OEI SharePoint Site Collection Administrator / OEI Liaison Privacy Official
OEI/OBOS/Information and Security Division
Mail code N-229-01
109 TW Alexander Drive
Durham, NC 27711

email: mcguire.cathy@epa.gov

(w) 919-541-4053

(cell) 919-885-3705

Message

From: Macon, Tonya [Macon.Tonya@epa.gov]
Sent: 3/14/2018 1:39:10 PM
To: Gheitu, Judy [Gheitu.Judy@epa.gov]; Earle, Judy [Earle.Judy@epa.gov]
CC: Sanderson, Bobby [sanderson.bobby@epa.gov]; Anthony, Michele [Anthony.Michele@epa.gov]
Subject: RE: Privacy Act Request

Good morning ladies! I see that my name is still showing up in OIG request. Smiles! Glad that you included me. I'm still transitioning these LPO duties to Bobby. Our legal staff has been notified of your request and will answered by them. Please let us know if any follow-up request needs the OIG attention. Thanks!

Tonya

From: Gheitu, Judy
Sent: Wednesday, March 14, 2018 9:01 AM
To: Sanderson, Bobby <sanderson.bobby@epa.gov>; Macon, Tonya <Macon.Tonya@epa.gov>
Cc: Earle, Judy <Earle.Judy@epa.gov>
Subject: Privacy Act Request

PRIVACY ACT REQUEST CONTROL SHEET

Tracking Number:	Requester:	Date of Request: 03/13/2018
PA-0002-2018	Ex. 6 Personal Privacy (PP)	Date Received: 03/14/2018
Program Office:	Subject:	Due Date: 04/10/2018
OIG	Privacy Act records about requester relating to all documents, mailings, recordings, complaints, hotline complaints, interviews, travel costs, plus any other evidentiary item conducted by the US EPA OIG	
Comments:		

Judy Burns Gheitu

Office of Environmental Information | Office of Information Security and Privacy (OISP)
 1200 Pennsylvania Ave NW | MC 2831T
 Washington, DC 20460
 202-566-0134

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Message

From: Earle, Judy [Earle.Judy@epa.gov]
Sent: 3/14/2018 11:57:09 AM
To: Gheitu, Judy [Gheitu.Judy@epa.gov]
Subject: FW: Form submission from: Privacy Act Contact Us about the Privacy Act form

Please control this PA request to the IG for response. Put a control sheet on it with a 20 day due date for response.

-----Original Message-----

From: drupal_admin@epa.gov [mailto:drupal_admin@epa.gov] On Behalf of **Ex. 6 Personal Privacy (PP)**
Sent: Tuesday, March 13, 2018 9:28 PM
To: Earle, Judy <Earle.Judy@epa.gov>
Subject: Form submission from: Privacy Act Contact Us about the Privacy Act form

Submitted on 03/13/2018 9:28PM
Submitted values are:

Name: **Ex. 6 Personal Privacy (PP)**

Organization: US EPA CID

Email: **Ex. 6 Personal Privacy (PP)**

Comments: All documents, mailings, recordings, complaints, hotline complaints, interviews, travel costs, plus any other evidentiary item conducted by the US EPA OIG concerning me, EPA employee

Web Area: Privacy Act

Ex. 6 Personal Privacy (PP)

PRIVACY ACT REQUEST CONTROL SHEET

Tracking Number:	Requester:	Date of Request: 10/03/2017
PA-0001-2018	Ex. 6 Personal Privacy (PP)	Date Received: 10/13/2017
Program Office:	Subject:	Due Date: 11/15/2017
OCFO	Privacy Act records about requester relating to pension/payments	
Comments:		

Message

From: Kelly, Lee [Kelly.Lee@epa.gov]
Sent: 10/16/2019 3:45:57 PM
To: Earle, Judy [Earle.Judy@epa.gov]
CC: McKinney, Robert [mckinney.robert@epa.gov]; Anouilh, Jeffrey [Anouilh.Jeffrey@epa.gov]
Subject: FOIA Notices - 3 Related to Privacy
Attachments: FOIA Request 000090 - Summary 10_16.docx; FOIA Request 008876 Summary 10_16.docx; FOIA Request 008874 Summary 10_16.docx

Good Morning Judy,

We have received three FOIA requests, all related to Privacy, that are listed below. Attached are the descriptions from each in FOIA online.

- EPA-HQ-2019-008874
 - o Due NLT than 10/28
- EPA-HQ-2019-008876
 - o Due NLT than 10/27
- EPA-HQ-2020-000090
 - o Due NLT than 11/4

We can ask for 10 day extensions for any of these but can we get together tomorrow or Friday to discuss?

Thank You,

Lee Kelly – MSc., CISSP
Division Director - TCO
Office of Information Security and Privacy
Office of Mission Support
US Environmental Protection Agency
Phone: 202.566.1197 (Office); 202.430.2451 (Mobile)

Ex. 6 Personal Privacy (PP)

The Office of Information Security and Privacy (OISP) is a customer-focused organization. If I exceed or do not meet your expectations, please feel free to contact: Robert McKinney, CISO, at McKinney.Robert@epa.gov or via phone at (202) 564-0921.

FOIA Requests

EPA-HQ-2019-008876

FOIA request for the

- 1) EPA to provide copies of the all the EPA's "PRIVACY ACT REQUEST CONTROL SHEET"(s) from January 1, 2017 to September 13, 2019, including but not limited to Privacy Act Control Sheet PA-0001-2017.
- 2) EPA to provide copies of the FOIA and/or Privacy Act request associated with the "PRIVACY ACT REQUEST CONTROL SHEET"(s) from January 1, 2017 to September 13, 2019 including but not limited to FOIA and/or Privacy Act request associated with Privacy Act Control Sheet PA-0001-2017.

PRIVACY ACT REQUEST CONTROL SHEET

Tracking Number:	Requester:	Date of Request: 05/02/17
PA-0001-2017	Chelmoski	Date Received: 03/20/17
Program Office:	Subject:	Due Date: 07/19/17
OEI	All records about requester	
Comments:		
Seeking records related to requester from FOIAonline (EPA-9) and FDMS (EPA-Govt-2).		

Message

From: Holloway, Katrail [Holloway.Katrail@epa.gov]
Sent: 11/15/2017 8:58:57 PM
To: Earle, Judy [Earle.Judy@epa.gov]
CC: Callewaert, Michael [Callewaert.Michael@epa.gov]
Subject: FW: Privacy Act Request for Records from People Plus System
Attachments: PA-0001-2018.pdf; Ex. 6 Personal Privacy (PP) Response Letter 11152017.pdf

Good afternoon Judy,

PA-0001-2018 was responded to on November 15, 2017. You will find the letter attached for your records.

Sincerely,

Katrail Holloway

Backup Information Security Officer
Office of Resource & Information Management
Office of the Chief Financial Officer
U.S. Environmental Protection Agency
Office: 202-566-2133
Email: holloway.katrail@epa.gov

From: Earle, Judy
Sent: Tuesday, October 17, 2017 3:50 PM
To: Callewaert, Michael <Callewaert.Michael@epa.gov>
Cc: Holloway, Katrail <Holloway.Katrail@epa.gov>
Subject: RE: Privacy Act Request for Records from People Plus System

I have attached the PA request and you can respond accordingly.

Thanks

From: Callewaert, Michael
Sent: Tuesday, October 17, 2017 3:19 PM
To: Earle, Judy <Earle.Judy@epa.gov>
Cc: Holloway, Katrail <Holloway.Katrail@epa.gov>
Subject: RE: Privacy Act Request for Records from People Plus System

Judy,

OARM/OHR would be the source for information concerning the employee's separation. Given the years the employee worked at EPA, she would not have any records in PeoplePlus since it was implemented in Ex. 5 Deliberative Process (DP)

As far as "any monthly payment paid from EPA", it may be possible for OCFO to locate payroll data stored in the payroll system used during Ex. 5 Deliberative Process (DP) (EPAYS), although it's not clear what is being requested. If you could provide more specifics on the type of monthly payment being paid from EPA, that would be very helpful.

Regards,

Michael Callewaert, CISSP, CISM
Primary Information Security Officer
Office of the Chief Financial Officer
Office: 202-564-7379
Email: callewaert.michael@epa.gov

From: Earle, Judy
Sent: Tuesday, October 17, 2017 11:28 AM
To: Holloway, Katrail <Holloway.Katrail@epa.gov>; Callewaert, Michael <Callewaert.Michael@epa.gov>
Subject: Privacy Act Request for Records from People Plus System

I received a Privacy Act Request from a former employee.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Should I control this request to OCFO?

PRIVACY ACT REQUEST CONTROL SHEET

Tracking Number:	Requester:	Date of Request: 10/03/2017
PA-0001-2018	Ex. 6 Personal Privacy (PP)	Date Received: 10/13/2017
Program Office:	Subject:	Due Date: 11/15/2017
OCFO	Privacy Act records about requester relating to pension/payments	
Comments:		

Ex. 6 Personal Privacy (PP)

October 3, 2017

EPA Privacy Act Officer
Headquarters Freedom of Information Office
Office of Environmental Information (MC-2822T))
U.S. Environmental Protection Agency
1200 Pennsylvania Ave., NW., Washington, DC 20460

Re: Former Employee Record Request
Pursuant to the Privacy Act of 1974, and
PeoplePlus System

Dear Privacy Officer:

I am **Ex. 6 Personal Privacy (PP)** a former EPA employee. I stipulate that I understand it is a misdemeanor punishable by fine up to \$5,000 to knowingly and willfully seek or obtain access to records about another individual under false pretenses.

I am hereby requesting records in response to a Social Security Administration (SSA) requirement for documentation relevant to my appeal of the SSA's initial benefits determination.

The EPA PA systems of records notices to which this request relates is a People Plus matter involving Office of Personnel Management's routine use of administering employee retirement deductions.

This request is made in compliance with the SSA requirements for documents:

- 1) Showing that I am not (and have not been) receiving monthly pension benefits associated with my work for EPA; and
- 2) Providing proof of the amount of any lump sum payment received and the effective date of such payment.

The Social Security Administration requires that such proof "be the original or a certified copy from your previous employer . . . showing the pension amount and effective date." *See attached*, Letter from Social Security Administration dated September 26, 2017 (underscoring added).

See attached, Letter from Social Security Administration dated September 26, 2017 (underscoring added).

Ex. 6 Personal Privacy (PP)

Please send the above-described information/documents **by mail**.

Thank you for your response to this request. Please let me know if there is any additional information I can provide.

Sincerely,

Ex. 6 Personal Privacy (PP)

Enclosure

Page 2
Lt. to EPA Privacy Act Officer
October 3, 2017

Social Security Administration Retirement, Survivors and Disability Insurance

SEPSC

1200 REV ABRAHAM WOODS
JR BLVD

BIRMINGHAM, AL 35285-0001

Date: September 26, 2017

Claim Number: Ex. 6 Personal Privacy (PP)Ex. 6 Personal Privacy (PP)Dear Ex. 6 Personal Privacy (PP)

We received a form SSA-561 (Request for Reconsideration) from you regarding your benefit amount. In order to further review your request, we need additional information about the pension that you receive based on work not covered by Social Security. Please provide proof of the monthly gross amount of your non-covered pension. If you do not receive a pension payment each month, please provide proof of the amount of any lump sum payment(s) received and the effective date(s).

This proof must be the original or a certified copy from your previous employer or pension paying agency, showing the pension amount and effective date. It cannot be a photocopy. Write your full name on the document. If you do not wish to write on the document, attach a slip of paper with this information on the document. Your document will be returned promptly. If you do not want to release your original evidence/document, you can take it to any Social Security office for certification and forwarding to us.

Please return this information in the envelope provided or to any Social Security office. If we do not receive the requested information within 60 days of the date of this notice, a determination will be made based on the evidence on file. If the material we are requesting is not available or you need more time to obtain the material, please let us know by return mail as soon as possible.

Suspect Social Security Fraud?

Please visit <http://oig.ssa.gov/r> or call the Inspector General's Fraud Hotline at 1-800-269-0271 (TTY 1-866-501-2101).

If You Have Any Questions

See Next Page

We invite you to visit our website at www.ssa.gov on the Internet to find general information about Social Security. If you have any specific questions, call us at 1-800-772-1213. We can answer most questions over the phone. If you are deaf or hard of hearing, you may call our TTY number, 1-800-325-0778. If you prefer to visit one of our offices, please check the local telephone directory for the office nearest you. Or call us and we can give you the office address. Also, if you plan to visit an office, you may call ahead to make an appointment. Please have this letter with you if you call or visit an office. It will help us answer your questions.

Social Security Administration

Enclosure:

Envelope



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

NOV 15 2017

OFFICE OF THE
CHIEF FINANCIAL OFFICER

Ex. 6 Personal Privacy (PP)

This letter is in response to your Privacy Act request dated October 3, 2017. The Office of the Chief Financial Officer (OCFO), Office of the Controller (OC), Financial Services Division processed your request.

The process entails the OCFO/OC responding directly to you with the responsive records and sending a copy of this letter to the EPA's Privacy Officer, Judy Earle.

Thank you for your patience. If you have any additional questions, please don't hesitate to call me at (202) 564 - 0968.

A handwritten signature in dark ink, reading "Michael J. Callewaert", is positioned above the typed name.

Michael Callewaert, Alternate Liaison Privacy Official
Office of Resource and Information Management
U.S. EPA/OCFO/ORIM
(202) 564-7379

Message

From: Macon, Tonya [Macon.Tonya@epa.gov]
Sent: 10/10/2017 5:52:19 PM
To: Earle, Judy [Earle.Judy@epa.gov]
Subject: FW: PRIVACY ACT REQUEST CONTROL SHEET PA-0002-2017 (Time Sensitive)
Attachments: FW: Privacy Act Request for Information; FW: Privacy Act Request for Information

Importance: High

FYI

From: Macon, Tonya
Sent: Tuesday, October 10, 2017 12:01 PM
To: Earle, Judy <Earle.Judy@epa.gov>
Subject: FW: PRIVACY ACT REQUEST CONTROL SHEET PA-0002-2017 (Time Sensitive)
Importance: High

FYI – I believe this email will answer your question.

From: Gheitu, Judy
Sent: Wednesday, July 12, 2017 9:37 AM
To: Barvenik, Susan <Barvenik.Susan@epa.gov>
Cc: Macon, Tonya <Macon.Tonya@epa.gov>
Subject: RE: PRIVACY ACT REQUEST CONTROL SHEET PA-0002-2017 (Time Sensitive)

Thank you, Susan for you attention to this matter.

Judy Burns Gheitu

Office of Environmental Information | Office of Information Security and Privacy (OISP)

1200 Pennsylvania Ave NW | MC 2822T

Washington, DC 20460

202-566-0134

The Office of Information Security and Privacy (OISP) is a customer-focused organization. If I exceed or do not meet your expectations, please feel free to contact: Jeff Anouilh, D-SAISO at anouilh.jeffrey@epa.gov or via phone at (202)566-2455.

From: Barvenik, Susan
Sent: Wednesday, July 12, 2017 9:25 AM
To: Gheitu, Judy <Gheitu.Judy@epa.gov>
Cc: Macon, Tonya <Macon.Tonya@epa.gov>
Subject: FW: PRIVACY ACT REQUEST CONTROL SHEET PA-0002-2017 (Time Sensitive)
Importance: High

Hi Judy,

Tonya let me know that you contacted OIG to follow up on the above-referenced Privacy Act request. Scott Levine, our FOIA officer who is usually the point of contact for this type of question is on leave until July 25, so I am following up on this in his absence.

Please send me the full Privacy Act request; the only information I have currently is the control sheet at the bottom of this email, which I understand came from your office.

Thank you, Sue

From: Gheitu, Judy
Sent: Wednesday, June 21, 2017 4:12 PM
To: Macon, Tonya <Macon.Tonya@epa.gov>
Cc: Earle, Judy <Earle.Judy@epa.gov>
Subject: PRIVACY ACT REQUEST CONTROL SHEET PA-0002-2017

PRIVACY ACT REQUEST CONTROL SHEET

Tracking Number:	Requester:	Date of Request: 06/09/17		
PA-0002-2017	Ex. 6 Personal Privacy (PP)	Date Received: 06/09/17		
Program Office:	Subject:	Due Date: 07/19/17		
OIG	All investigative files/records about requester			
Comments:				

Message

From: Levine, Scott [Levine.Scott@epa.gov]
Sent: 4/23/2018 7:26:06 PM
To: Earle, Judy [Earle.Judy@epa.gov]
CC: Sanderson, Bobby [sanderson.bobby@epa.gov]
Subject: RE: Privacy Act Request Response OVERDUE

Hi Judy,

Ex. 5 Deliberative Process (DP)

Best regards,
Scott

Scott Levine
Associate Counsel / OIG FOIA Coordinator
Office of Inspector General, Office of Counsel
U.S. Environmental Protection Agency
levine.scott@epa.gov • (202) 566-0641

From: Earle, Judy
Sent: Friday, April 20, 2018 14:24
To: Sanderson, Bobby <sanderson.bobby@epa.gov>
Subject: Privacy Act Request Response OVERDUE

I'm checking the status on the privacy act request received on March 14, 2018, identified as PA-0002-2018. The due date for a response was April 10, 2018, which is now past due.

Have you'll provided the requestor with a response?

Please provide me a copy of the response letter only so that I can close the file.

Thanks.

Judy A. Earle, MHA
Agency, Privacy Officer
1200 Pennsylvania Ave. NW
MC-2831 T Cube: 2335-Q
WJC-West Building
Washington, DC 20460
Desk: 202-566-1668
Mobile: 202-440-1624

The Office of Information Security and Privacy (OISP) is a customer-focused organization. If I exceed or do not meet your expectations, please feel free to contact: Robert McKinney CISO at McKinney.Robert@epa.gov or via phone at (202)564-0921.

Message

From: Gheitu, Judy [Gheitu.Judy@epa.gov]
Sent: 7/10/2017 7:21:32 PM
To: Hope, Brian [Hope.Brian@epa.gov]
CC: Earle, Judy [Earle.Judy@epa.gov]
Subject: RE: Privacy Act Request - Control Sheet PA-001-2017A

Thank you, Brian.

Judy Burns Gheitu

Office of Environmental Information | Office of Information Security and Privacy (OISP)
 1200 Pennsylvania Ave NW | MC 2822T
 Washington, DC 20460
 202-566-0134

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From: Hope, Brian
Sent: Monday, July 10, 2017 3:17 PM
To: Gheitu, Judy <Gheitu.Judy@epa.gov>
Cc: Earle, Judy <Earle.Judy@epa.gov>
Subject: RE: Privacy Act Request - Control Sheet PA-001-2017A

A search of the Correspondence Management System has yielded no responsive records. I searched by both name/citizen and subject line. Please let me know if you need anything else. Thanks.

- Brian

From: Gheitu, Judy
Sent: Monday, July 10, 2017 2:47 PM
To: Hope, Brian <Hope.Brian@epa.gov>
Cc: Earle, Judy <Earle.Judy@epa.gov>
Subject: Privacy Act Request - Control Sheet PA-001-2017A

PRIVACY ACT REQUEST CONTROL SHEET

Tracking Number:	Requester:	Date of Request: 05/02/17
PA-0001-2017 A	Chelmowski	Date Received: 03/20/17
Program Office:	Subject:	Due Date: 08/04/17
OA	All records about requester	
Comments:		
Seeking records related to requester from Correspondence Management System (EPA-22).		

Judy Burns Gheitu

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1200 Pennsylvania Ave NW | MC 2822T
Washington, DC 20460
202-566-0134

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Message

From: McKinney, Robert [mckinney.robert@epa.gov]
Sent: 7/19/2017 5:16:40 PM
To: Sabbagh, Bill [sabbagh.bill@epa.gov]; Gheitu, Judy [Gheitu.Judy@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; McGuire, Cathy [McGuire.Cathy@epa.gov]
CC: Aguilar, Marlyn [Aguilar.Marlyn@epa.gov]; Earle, Judy [Earle.Judy@epa.gov]
Subject: RE: Privacy Act Request Supporting Information: PA-0001-2017

I believe so, the request should go to the folks that have the knowledge, information being requested.

Rob
 DCISO
 Office of Environmental Information (OEI)
 (202) 564-0921 (w)
 (202) 280-9135 (m)

This email may contain controlled unclassified information. If it is evident that you are not the intended recipient, please notify the sender immediately and destroy this email. Unauthorized copying, disclosure or distribution of the material in this email is strictly forbidden.

From: Sabbagh, Bill
Sent: Wednesday, July 19, 2017 1:00 PM
To: McKinney, Robert <mckinney.robert@epa.gov>; Gheitu, Judy <Gheitu.Judy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; McGuire, Cathy <McGuire.Cathy@epa.gov>
Cc: Aguilar, Marlyn <Aguilar.Marlyn@epa.gov>; Earle, Judy <Earle.Judy@epa.gov>
Subject: RE: Privacy Act Request Supporting Information: PA-0001-2017

+ Cathy

Thanks Rob,

Just so to be clear, Cathy (OEI – LPO) has no action. This should go to the SME/PO

Thank you

Bill Sabbagh
 Director,
 Information & Security Program Division (ISPD)
 Office of Business Operation and Services (OBOS)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency (US EPA)
Office Location:
 Suite 5322G EPA West | 1301 Constitution Ave NW | Map: <http://tinyurl.com/hbem8>
Mailing Address:
 U.S. EPA | 1200 Pennsylvania Ave NW Mail Code: 2832T | Washington, DC 20460
 Phone: 202-566-9859 | Cell: 202-302-3722 Email: Sabbagh.bill@epa.gov

From: McKinney, Robert
Sent: Wednesday, July 19, 2017 10:38 AM
To: Sabbagh, Bill <sabbagh.bill@epa.gov>; Gheitu, Judy <Gheitu.Judy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>

Cc: Aguilar, Marlyn <Aguilar.Marlyn@epa.gov>; Earle, Judy <Earle.Judy@epa.gov>

Subject: RE: Privacy Act Request Supporting Information: PA-0001-2017

Ex. 5 Deliberative Process (DP)

- ☐ Verify the identity of the individual**;
- ☐ Finalize the request. (The request must contain the information in Items 1-3, above.); and
- ☐ Forward the request to the appropriate Program or Regional LPO.

And in this case, the request did come through the HQ FOIA Office, which the policy specifically addresses, and the above flow still is the correct process.

The FOIA Office

- ☐ Log the request into the Agency's tracking system;
- ☐ Assign the request a PA control number and due date; and
- ☐ Transfer the request to the National Privacy Staff.

From this point the National Privacy Office will take the above three steps, the last being to forward the request to the PO / R LPO.

Rob
DCISO
Office of Environmental Information (OEI)
(202) 564-0921 (w)
(202) 280-9135 (m)

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From: Sabbagh, Bill

Sent: Wednesday, July 19, 2017 10:33 AM

To: Gheitu, Judy <Gheitu.Judy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>

Cc: McKinney, Robert <mckinney.robert@epa.gov>; Aguilar, Marlyn <Aguilar.Marlyn@epa.gov>; Earle, Judy <Earle.Judy@epa.gov>

Subject: RE: Privacy Act Request Supporting Information: PA-0001-2017

Larry, can you chime in.

Judy, one last time, we do not reply to the request unless the FOIA is assigned to us.

Please work with the SME and see who is the best office to reply back to the request.

Again our office is not the lead and we defer to you to coordinate the response.

Also attached is the FOIA workflow process.

Thank you

Bill Sabbagh

Director,
Information & Security Program Division (ISPD)
Office of Business Operation and Services (OBOS)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency (US EPA)
Office Location:
Suite 5322G EPA West | [1301 Constitution Ave NW](#) | Map: <http://tinyurl.com/hbem8>
Mailing Address:
U.S. EPA | 1200 Pennsylvania Ave NW Mail Code: 2832T | [Washington, DC 20460](#)
Phone: [202-566-9859](#) | Cell: [202-302-3722](#) Email: Sabbagh.bill@epa.gov

From: Gheitu, Judy
Sent: Wednesday, July 19, 2017 10:02 AM
To: Sabbagh, Bill <sabbagh.bill@epa.gov>
Cc: McKinney, Robert <mckinney.robert@epa.gov>; Aguilar, Marlyn <Aguilar.Marlyn@epa.gov>; Earle, Judy <Earle.Judy@epa.gov>
Subject: RE: Privacy Act Request Supporting Information: PA-0001-2017

Bill, the request did not come in to the National Privacy Program as a FOIA. You may check with Larry Gottesman if you believe otherwise. It was requested as a Privacy Act Request from the Privacy Internet site. Our procedures are current.

Judy Burns Gheitu

Office of Environmental Information | Office of Information Security and Privacy (OISP)
1200 Pennsylvania Ave NW | MC 2822T
Washington, DC 20460
202-566-0134

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From: Sabbagh, Bill
Sent: Wednesday, July 19, 2017 9:57 AM
To: Gheitu, Judy <Gheitu.Judy@epa.gov>; McGuire, Cathy <McGuire.Cathy@epa.gov>; McKinney, Robert <mckinney.robert@epa.gov>; Earle, Judy <Earle.Judy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Privacy Act Request Supporting Information: PA-0001-2017
Importance: High

Judy,
That is an old policy and it is required of the assigned office to response.

The normal process for ALL FOIAs is the assigned program office response to the requester and this FOIA was assigned to your office via the agency FOIA office.

Our office will not be able to reply back to the requester as we are not the lead on it.

Thank you

Bill Sabbagh
Director,
Information & Security Program Division (ISPD)
Office of Business Operation and Services (OBOS)
Office of Environmental Information (OEI)

U.S. Environmental Protection Agency (US EPA)

Office Location:

Suite 5322G EPA West | [1301 Constitution Ave NW](#) | Map: <http://tinyurl.com/hbem8>

Mailing Address:

U.S. EPA | 1200 Pennsylvania Ave NW Mail Code: 2832T | [Washington, DC 20460](#)

Phone: [202-566-9859](#) | Cell: [202-302-3722](#) Email: Sabbagh.bill@epa.gov

From: Gheitu, Judy

Sent: Wednesday, July 19, 2017 9:14 AM

To: Sabbagh, Bill <sabbagh.bill@epa.gov>

Subject: RE: Privacy Act Request Supporting Information: PA-0001-2017

Hi Bill,

The EPA Procedure for Processing Privacy Act Requests

http://intranet.epa.gov/oei/imitpolicy/qic/ciopolicy/processing_pa_requests.pdf

states that the ISO or System Owner is responsible for responding to the individual in writing.

Judy Burns Gheitu

Office of Environmental Information | Office of Information Security and Privacy (OISP)

1200 Pennsylvania Ave NW | MC 2822T

Washington, DC 20460

202-566-0134

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From: Sabbagh, Bill

Sent: Wednesday, July 19, 2017 7:16 AM

To: Gheitu, Judy <Gheitu.Judy@epa.gov>; McGuire, Cathy <McGuire.Cathy@epa.gov>

Subject: RE: Privacy Act Request Supporting Information: PA-0001-2017

Hi Judy

Thanks for the document,
but

From our perspective, the response for this FOIA will either need to come from the agency privacy office or the system owner, it should not come from OBOS.

This FOIA was assigned by the FOIA office to the agency privacy office.

Cathy was able to facilitate/coordinate the response back to the privacy office as requested, but by all means she is not to respond to the requestor.

Thank you

From: Gheitu, Judy

Sent: Tuesday, July 18, 2017 2:35 PM

To: McGuire, Cathy <McGuire.Cathy@epa.gov>; Sabbagh, Bill <sabbagh.bill@epa.gov>

Subject: RE: Privacy Act Request Supporting Information: PA-0001-2017

Good afternoon Cathy,

I found a couple of letter templates used by the FOIA office and Marlyn Aguilar updated them. I hope they suffice.

Judy Burns Gheitu

Office of Environmental Information | Office of Information Security and Privacy (OISP)
1200 Pennsylvania Ave NW | MC 2822T
Washington, DC 20460
202-566-0134

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From: McGuire, Cathy
Sent: Monday, July 17, 2017 10:28 AM
To: Earle, Judy <Earle.Judy@epa.gov>; Gheitu, Judy <Gheitu.Judy@epa.gov>
Cc: Sabbagh, Bill <sabbagh.bill@epa.gov>; McGuire, Cathy <McGuire.Cathy@epa.gov>
Subject: RE: Privacy Act Request Supporting Information: PA-0001-2017
Importance: High

Judy and Judy,

Just a quick follow-up to the email I sent on Thursday to confirm you received it. Please let me know if you have any questions.

Cathy

Cathy McGuire
OEI SharePoint Site Collection Administrator / OEI Liaison Privacy Official
OEI/OBOS/Information and Security Division
Mail code N-229-01
109 TW Alexander Drive
Durham, NC 27711

email: mcguire.cathy@epa.gov

(w) 919-541-4053
(cell) 919-885-3705

From: McGuire, Cathy
Sent: Thursday, July 13, 2017 2:52 PM
To: Earle, Judy <Earle.Judy@epa.gov>; Gheitu, Judy <Gheitu.Judy@epa.gov>
Cc: bill sabbagh (sabbagh.bill@epa.gov) <sabbagh.bill@epa.gov>; Cathy McGuire <McGuire.Cathy@epa.gov>; Crawford, Tim <Crawford.Tim@epa.gov>; Kerwin, Courtney <Kerwin.Courtney@epa.gov>
Subject: Privacy Act Request Supporting Information: PA-0001-2017

Judy and Judy,

This email is in response to Privacy Act Request (PA-001-2017). The request was from Mr. James Chelmowski and covered the period of September 1, 2015 to June 9, 2017. Mr. Chelmowski requested under both FOIA 5 USC 552 and Privacy Act 5 USC 552a the Agency produce from *FOIAonline*, *EPA-9* & *EPA-GOVT-2 of EPA.System.of.Records* all FOIAonline records which are Related to the Requester include for all the FOIAonline individual records including but not limited to all FOIAonline record fields, entries, status change, assignments, case file, notes, comments, logs, notes, etc. for all my EPA FOIA requests required for both Privacy Act and/or FOIA request.

In my capacity as the OEI Liaison Privacy Official (LPO), I reached out to each of the respective system owners: Tim Crawford (EPA-9, FOIAonline) and Courtney Kerwin (EPA-GOVT-2, FDMS) in response to this request.

Information Re: Records Pertaining to Mr. Chelmowski found in EPA-9, FOIAonline

I was informed by Larry Gottesman (FOIA Office) this information is currently being researched by Wendy Schumacher (FOIA Office) as a result of a recent EPA FOIA request for the same information. Mr. Gottesman recommended for Privacy Act Response to PA-001-2017, the EPA Privacy Officer explain to Mr. Chelmowski that any records found based on his request for records pertaining to him in EPA-9 FOIAonline would be sent to him from the EPA FOIA Office. The FOIA case numbers are EPA-HQ-2017-008255 and EPA-HQ-2017-008256.

Information Re: Records Pertaining to Mr. Chelmowski found in FDMS, formerly EPA-GOVT-2

*Courtney Kerwin (FDMS system owner) responded there are no FOIAonline records maintained within FDMS. Unless this request were to cover **all** records related to Mr. Chelmowski (which was not her read of the request), the Agency do not have any records to provide.*

In regards to the written response to Mr. Chelmowski, I have spoken with my Division Director, Bill Sabbagh and he agrees this should come from the Privacy Office since the request was directed to the Agency Privacy Official.

If you have any questions please reach out to me at mcguire.cathy@epa.gov or 919.541.4053.

Thank you,

Cathy

Cathy McGuire
OEI SharePoint Site Collection Administrator / OEI Liaison Privacy Official
OEI/OBOS/Information and Security Division
Mail code N-229-01
109 TW Alexander Drive
Durham, NC 27711

email: mcguire.cathy@epa.gov

(w) 919-541-4053
(cell) 919-885-3705

Message

From: Sanderson, Bobby [sanderson.bobby@epa.gov]
Sent: 4/23/2018 11:48:06 AM
To: Earle, Judy [Earle.Judy@epa.gov]
Subject: RE: Privacy Act Request Response OVERDUE
Attachments: FW: Privacy Act Request ; RE: Privacy Act Request

Good Morning Judy;

I was out Friday, my CWS day off. I forwarded this request at the direction of Stephanie Wright to OIGCouncil (see attached). I will follow-up with them this morning.

Thanks,

Bobby

From: Earle, Judy
Sent: Friday, April 20, 2018 14:24
To: Sanderson, Bobby <sanderson.bobby@epa.gov>
Subject: Privacy Act Request Response OVERDUE

I'm checking the status on the privacy act request received on March 14, 2018, identified as PA-0002-2018. The due date for a response was April 10, 2018, which is now past due.

Have you'll provided the requestor with a response?

Please provide me a copy of the response letter only so that I can close the file.

Thanks.

Judy A. Earle, MHA
Agency, Privacy Officer
1200 Pennsylvania Ave. NW
MC-2831 T Cube: 2335-Q
WJC-West Building
Washington, DC 20460
Desk: 202-566-1668
Mobile: 202-440-1624

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Message

From: Sanderson, Bobby [sanderson.bobby@epa.gov]
Sent: 4/10/2018 4:59:48 PM
To: OIGCounsel [OIGCounsel@epa.gov]
Subject: FW: Privacy Act Request
Attachments: PRIVACY ACT REQUEST CONTROL SHEET PA-0002-2018.docx; FW: Form submission from: Privacy Act Contact Us about the Privacy Act form

Sensitivity: Private

Please see the attached request from OISP.

Bobby Sanderson, CISSP
Information Security Officer
Liaison Privacy Officer
Office of Management
Office of Inspector General

Office: 202-566-1358
Mobile: 202-779-3394
Sanderson.Bobby@epa.gov

From: Gheitu, Judy
Sent: Tuesday, April 10, 2018 12:19 PM
To: Sanderson, Bobby <sanderson.bobby@epa.gov>
Cc: Earle, Judy <Earle.Judy@epa.gov>
Subject: FW: Privacy Act Request

Hello Bobby,

I'm just checking to see if you can give me a status on this Privacy Act Request. Once it has been completed please forward a copy of the response letter to the requester to Judy Earle the Agency Privacy Officer. The National Privacy Program will then close out this request.

Thank you and have a great day.

Judy Burns Gheitu

Office of Environmental Information | Office of Information Security and Privacy (OISP)
1200 Pennsylvania Ave NW | MC 2831T
Washington, DC 20460
202-566-0134

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From: Gheitu, Judy
Sent: Wednesday, March 14, 2018 9:05 AM
To: Sanderson, Bobby <sanderson.bobby@epa.gov>; Macon, Tonya <Macon.Tonya@epa.gov>
Cc: Earle, Judy <Earle.Judy@epa.gov>
Subject: Privacy Act Request

PRIVACY ACT REQUEST CONTROL SHEET

Tracking Number:	Requester:	Date of Request: 03/13/2018		
PA-0002-2018	Ex. 6 Personal Privacy (PP)	Date Received: 03/14/2018		
Program Office:	Subject:	Due Date: 04/10/2018		
OIG	Privacy Act records about requester relating to all documents, mailings, recordings, complaints, hotline complaints, interviews, travel costs, plus any other evidentiary item conducted by the US EPA OIG			
Comments:				

Judy Burns Gheitu

Office of Environmental Information | Office of Information Security and Privacy (OISP)
1200 Pennsylvania Ave NW | MC 2831T
Washington, DC 20460
202-566-0134

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Message

From: Sanderson, Bobby [sanderson.bobby@epa.gov]
Sent: 4/10/2018 4:56:07 PM
To: Wright, Stephanie L. [Wright.Stephanie@epa.gov]
Subject: RE: Privacy Act Request

Sensitivity: Private

Okay.

From: Wright, Stephanie L.
Sent: Tuesday, April 10, 2018 12:55 PM
To: Sanderson, Bobby <sanderson.bobby@epa.gov>
Subject: RE: Privacy Act Request
Sensitivity: Private

Bobby,
 I believe this is handled by the FOIA staff, Scott Levine, in our Legal office. Send the email to OIGCounsel <OIGCounsel@epa.gov>.

From: Sanderson, Bobby
Sent: Tuesday, April 10, 2018 12:52 PM
To: Wright, Stephanie L. <Wright.Stephanie@epa.gov>
Subject: FW: Privacy Act Request
Sensitivity: Private

Ex. 5 Deliberative Process (DP)

From: Gheitu, Judy
Sent: Tuesday, April 10, 2018 12:19 PM
To: Sanderson, Bobby <sanderson.bobby@epa.gov>
Cc: Earle, Judy <Earle.Judy@epa.gov>
Subject: FW: Privacy Act Request

Hello Bobby,

I'm just checking to see if you can give me a status on this Privacy Act Request. Once it has been completed please forward a copy of the response letter to the requester to Judy Earle the Agency Privacy Officer. The National Privacy Program will then close out this request.

Thank you and have a great day.

Judy Burns Gheitu

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 1200 Pennsylvania Ave NW | MC 2831T
 Washington, DC 20460
 202-566-0134

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From: Gheitu, Judy
Sent: Wednesday, March 14, 2018 9:05 AM
To: Sanderson, Bobby <sanderson.bobby@epa.gov>; Macon, Tonya <Macon.Tonya@epa.gov>
Cc: Earle, Judy <Earle.Judy@epa.gov>
Subject: Privacy Act Request

PRIVACY ACT REQUEST CONTROL SHEET

Tracking Number:	Requester:	Date of Request: 03/13/2018
PA-0002-2018	Ex. 6 Personal Privacy (PP)	Date Received: 03/14/2018
Program Office:	Subject:	Due Date: 04/10/2018
OIG	Privacy Act records about requester relating to all documents, mailings, recordings, complaints, hotline complaints, interviews, travel costs, plus any other evidentiary item conducted by the US EPA OIG	
Comments:		

Judy Burns Gheitu

Office of Environmental Information | Office of Information Security and Privacy (OISP)
1200 Pennsylvania Ave NW | MC 2831T
Washington, DC 20460
202-566-0134

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Message

From: Gheitu, Judy [Gheitu.Judy@epa.gov]
Sent: 7/10/2017 6:46:50 PM
To: Hope, Brian [Hope.Brian@epa.gov]
CC: Earle, Judy [Earle.Judy@epa.gov]
Subject: Privacy Act Request - Control Sheet PA-001-2017A
Attachments: PA-0001-2017A.pdf

PRIVACY ACT REQUEST CONTROL SHEET

Tracking Number:	Requester:	Date of Request: 05/02/17
PA-0001-2017 A	Chelmowski	Date Received: 03/20/17
Program Office:	Subject:	Due Date: 08/04/17
OA	All records about requester	
Comments:		
Seeking records related to requester from Correspondence Management System (EPA-22).		

Judy Burns Gheitu

Office of Environmental Information | Office of Information Security and Privacy (OISP)
1200 Pennsylvania Ave NW | MC 2822T
Washington, DC 20460
202-566-0134

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PRIVACY ACT REQUEST CONTROL SHEET

Tracking Number:	Requester:	Date of Request: 05/02/17		
PA-0001-2017 A	Chelmowski	Date Received: 03/20/17		
Program Office:	Subject:	Due Date: 08/04/17		
OA	All records about requester			
Comments:				
Seeking records related to requester from Correspondence Management System (EPA-22).				

U.S. Environmental Protection Agency
Attn: Privacy Officer
1200 Pennsylvania Avenue, NW
Washington, DC 20460

Delivered by email to privacy@epa.gov, earle.judy@epa.gov & filed on FOIAonline

Dear Coordinator:

I am requesting ALL EPA responsive records pursuant to both FOIA 5 USC 552 and Privacy Act 5 USC 552a regarding me the Requestor James Chelmowski.

Search Period: May 1, 2016 to June 9, 2017

Description of Records Sought: EPA communication records including internal and external emails, phone & meeting logs, notes, correspondence, etc. during the search period related to the requester James Chelmowski (search with all name permutations such as Chelmowski, Mr. Chelmowski, James Chelmowski & Jim Chelmowski, etc.) and including searches on misspellings like the ones NARA used Chelmowsky, Chelmoski and all communications internal and external emails, logs, notes correspondence, etc. related to my EPA FOIA requests EPA-HQ-2016-009708, EPA-HQ-2017-005390 (all abbreviations like EPA-HQ-2016-9708, EPA-HQ-2017-9708) and all communications internal and external emails, logs, notes, correspondence, etc. associated with Chelmowski v. FCC, No. 16 cv 5587 (N.D. Ill) & May 2016 District Court Subpoena EPA never responded to (see attached).

Privacy Act/FOIA search must include internal and external emails, notes, conversation & meeting logs and correspondence databases including Office of General Counsel (database) and Office of Environmental Information (database); EPA- 22 "Correspondence Management System (CMS)"; EPA-9 "FOIA Requests and Appeal Files" and all non-published email and/or correspondence databases. Plus, any other EPA email systems (including but not limited to the mandate central email system of records which mandated all agencies must implement on or before 12/31/16). Include any request for communications deletions or archives for records regarding me.

Must include but not limited to individual emails, notes, logs & correspondence to and from Mark Stilp, Larry Gottesman, Judy Earle, Kevin Minoli, Elise Packard, Justin Schwab, David Fotouhi, Richard Albores, Wendy Schumacher, Judith Lewis and any other EPA staff, attorney, etc. containing records regarding me, James Chelmowski.

Please provide responsive records electronic by email, if possible.

Attached is a copy of my driver's license for proof identity.

Sincerely,



James Chelmowski

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Please protect this identification document
per my rights under federal law and privacy act

James Chelmowski



DEPARTMENT OF THE NAVY
CHIEF INFORMATION OFFICER
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

12 December 2013

MEMORANDUM FOR DIRECTOR NAVY STAFF
DIRECTOR, MARINE CORPS STAFF


Subj: DEPARTMENT OF THE NAVY IMPLEMENTATION OF FOIAONLINE

Effective 1 February 2014, all new and open Department of the Navy (DON) Freedom of Information Act (FOIA) requests will be processed through the FOIAonline tracking and management tool. This web-based tool, managed by the Environmental Protection Agency (EPA) and used by several Federal agencies, will provide a cost effective shared service that automates the tracking and reporting associated with FOIA processing.

Per standard practice, appropriate redactions will be applied prior to document release. Exceptions to releasing specific documents to the FOIAonline repository may be granted on a case-by-case basis by the applicable Navy or Marine Corps FOIA office.

FOIA offices currently using the Naval Sea Systems Command e-FOIA tool and commands that are employing other FOIA tools or methods will continue using their respective system until 31 January 2014.

Training information, including dates for web-based training via Defense Connect Online, will be provided under separate correspondence. My points of contact for FOIAonline implementation are Ms. Suzette Buttram, suzette.buttram@navy.mil, (703) 695-1970 and Mr. Steve Muck, steven.muck@navy.mil, (703) 695-1297.


Terry A. Halvorsen
Department of the Navy
Chief Information Officer

Copy to:
DON/AA
CNO (DNS-36)
OPNAV N2/N6
HQMC C4
HQMC (ARSF)
NAVSEASYS COM

Revision 0.15

6/4/2014

Disclaimer: This presently is drafted for internal use within DNS-36 Office, as revisions are made we will develop an Standard Operating Procedures (SOPs) for widespread use.

UNITED STATES DISTRICT COURT

for the

Northern District of Illinois

James Chelmowski

Plaintiff

v.

Federal Communication Commission

Defendant

Civil Action No. 16 CV 5587

SUBPOENA TO PRODUCE DOCUMENTS, INFORMATION, OR OBJECTS
OR TO PERMIT INSPECTION OF PREMISES IN A CIVIL ACTION

To:

Environmental Protection Agency, General Counsel
1200 Pennsylvania Avenue, N.W., Washington, DC 20460

(Name of person to whom this subpoena is directed)

☒ **Production:** YOU ARE COMMANDED to produce at the time, date, and place set forth below the following documents, electronically stored information, or objects, and to permit inspection, copying, testing, or sampling of the material: Produce all FOIAonline.regulations.gov complete detailed transactions with all fields include user, date, time, transaction type, notes, etc... every field in each record for FOIA requests FCC-2015-768, FCC-2015-769, FCC-2016-345, FCC-2016-665 and FOIA appeals FCC-2015-889, FCC-2016-487, FCC-2016-712. See attached

Place: James Chelmowski	Date and Time:
Ex. 6 Personal Privacy (PP)	08/18/2016 5:00 pm

☐ **Inspection of Premises:** YOU ARE COMMANDED to permit entry onto the designated premises, land, or other property possessed or controlled by you at the time, date, and location set forth below, so that the requesting party may inspect, measure, survey, photograph, test, or sample the property or any designated object or operation on it.

Place:	Date and Time:

The following provisions of Fed. R. Civ. P. 45 are attached – Rule 45(c), relating to the place of compliance; Rule 45(d), relating to your protection as a person subject to a subpoena; and Rule 45(e) and (g), relating to your duty to respond to this subpoena and the potential consequences of not doing so.

Date: 07/25/2016

CLERK OF COURT

Emily Wall

Signature of Clerk or Deputy Clerk

OR

Attorney's signature

The name, address, e-mail address, and telephone number of the attorney representing (name of party) James Chelmowski, who issues or requests this subpoena, are:

Ex. 6 Personal Privacy (PP)**Notice to the person who issues or requests this subpoena**

If this subpoena commands the production of documents, electronically stored information, or tangible things or the inspection of premises before trial, a notice and a copy of the subpoena must be served on each party in this case before it is served on the person to whom it is directed. Fed. R. Civ. P. 45(a)(4).

Federal Rule of Civil Procedure 45 (c), (d), (e), and (g) (Effective 12/1/13)

(c) Place of Compliance.

(1) *For a Trial, Hearing, or Deposition.* A subpoena may command a person to attend a trial, hearing, or deposition only as follows:

- (A) within 100 miles of where the person resides, is employed, or regularly transacts business in person; or
- (B) within the state where the person resides, is employed, or regularly transacts business in person, if the person
 - (i) is a party or a party's officer; or
 - (ii) is commanded to attend a trial and would not incur substantial expense.

(2) *For Other Discovery.* A subpoena may command:

- (A) production of documents, electronically stored information, or tangible things at a place within 100 miles of where the person resides, is employed, or regularly transacts business in person; and
- (B) inspection of premises at the premises to be inspected.

(d) Protecting a Person Subject to a Subpoena; Enforcement.

(1) *Avoiding Undue Burden or Expense; Sanctions.* A party or attorney responsible for issuing and serving a subpoena must take reasonable steps to avoid imposing undue burden or expense on a person subject to the subpoena. The court for the district where compliance is required must enforce this duty and impose an appropriate sanction—which may include lost earnings and reasonable attorney's fees—on a party or attorney who fails to comply.

(2) *Command to Produce Materials or Permit Inspection.*

(A) *Appearance Not Required.* A person commanded to produce documents, electronically stored information, or tangible things, or to permit the inspection of premises, need not appear in person at the place of production or inspection unless also commanded to appear for a deposition, hearing, or trial.

(B) *Objections.* A person commanded to produce documents or tangible things or to permit inspection may serve on the party or attorney designated in the subpoena a written objection to inspecting, copying, testing, or sampling any or all of the materials or to inspecting the premises—or to producing electronically stored information in the form or forms requested. The objection must be served before the earlier of the time specified for compliance or 14 days after the subpoena is served. If an objection is made, the following rules apply:

- (i) At any time, on notice to the commanded person, the serving party may move the court for the district where compliance is required for an order compelling production or inspection.
- (ii) These acts may be required only as directed in the order, and the order must protect a person who is neither a party nor a party's officer from significant expense resulting from compliance.

(3) *Quashing or Modifying a Subpoena.*

(A) *When Required.* On timely motion, the court for the district where compliance is required must quash or modify a subpoena that:

- (i) fails to allow a reasonable time to comply;
- (ii) requires a person to comply beyond the geographical limits specified in Rule 45(c);
- (iii) requires disclosure of privileged or other protected matter, if no exception or waiver applies; or
- (iv) subjects a person to undue burden.

(B) *When Permitted.* To protect a person subject to or affected by a subpoena, the court for the district where compliance is required may, on motion, quash or modify the subpoena if it requires:

- (i) disclosing a trade secret or other confidential research, development, or commercial information; or

(ii) disclosing an unretained expert's opinion or information that does not describe specific occurrences in dispute and results from the expert's study that was not requested by a party.

(C) *Specifying Conditions as an Alternative.* In the circumstances described in Rule 45(d)(3)(B), the court may, instead of quashing or modifying a subpoena, order appearance or production under specified conditions if the serving party:

- (i) shows a substantial need for the testimony or material that cannot be otherwise met without undue hardship; and
- (ii) ensures that the subpoenaed person will be reasonably compensated.

(e) Duties in Responding to a Subpoena.

(1) *Producing Documents or Electronically Stored Information.* These procedures apply to producing documents or electronically stored information:

(A) *Documents.* A person responding to a subpoena to produce documents must produce them as they are kept in the ordinary course of business or must organize and label them to correspond to the categories in the demand.

(B) *Form for Producing Electronically Stored Information Not Specified.* If a subpoena does not specify a form for producing electronically stored information, the person responding must produce it in a form or forms in which it is ordinarily maintained or in a reasonably usable form or forms.

(C) *Electronically Stored Information Produced in Only One Form.* The person responding need not produce the same electronically stored information in more than one form.

(D) *Inaccessible Electronically Stored Information.* The person responding need not provide discovery of electronically stored information from sources that the person identifies as not reasonably accessible because of undue burden or cost. On motion to compel discovery or for a protective order, the person responding must show that the information is not reasonably accessible because of undue burden or cost. If that showing is made, the court may nonetheless order discovery from such sources if the requesting party shows good cause, considering the limitations of Rule 26(b)(2)(C). The court may specify conditions for the discovery.

(2) *Claiming Privilege or Protection.*

(A) *Information Withheld.* A person withholding subpoenaed information under a claim that it is privileged or subject to protection as trial-preparation material must:

- (i) expressly make the claim; and
- (ii) describe the nature of the withheld documents, communications, or tangible things in a manner that, without revealing information itself privileged or protected, will enable the parties to assess the claim.

(B) *Information Produced.* If information produced in response to a subpoena is subject to a claim of privilege or of protection as trial-preparation material, the person making the claim may notify any party that received the information of the claim and the basis for it. After being notified, a party must promptly return, sequester, or destroy the specified information and any copies it has; must not use or disclose the information until the claim is resolved; must take reasonable steps to retrieve the information if the party disclosed it before being notified; and may promptly present the information under seal to the court for the district where compliance is required for a determination of the claim. The person who produced the information must preserve the information until the claim is resolved.

(g) *Contempt.*

The court for the district where compliance is required—and also, after a motion is transferred, the issuing court—may hold in contempt a person who, having been served, fails without adequate excuse to obey the subpoena or an order related to it.

For access to subpoena materials, see Fed. R. Civ. P. 45(a) Committee Note (2013).

Delivery Report

From: Hardy, Michael [Hardy.Michael@epa.gov]
Sent: 4/8/2019 11:51:34 AM
To: Earle, Judy [Earle.Judy@epa.gov]
Subject: Read: Privacy Act Request - PA-0001-2019

Your message

To: Hardy, Michael
CC: Jablonski, Janice
Subject: RE: Privacy Act Request - PA-0001-2019
Sent: 4/8/2019 11:48:58 AM

was read 4/8/2019
on 11:50:37
AM

Your message

To: Hardy, Michael
Subject: RE: Privacy Act Request - PA-0001-2019
Sent: Monday, April 8, 2019 7:48:58 AM (UTC-05:00) Eastern Time (US & Canada)

was read on Monday, April 8, 2019 7:50:37 AM (UTC-05:00) Eastern Time (US & Canada).

Message

From: Hardy, Michael [Hardy.Michael@epa.gov]
Sent: 4/8/2019 10:48:28 AM
To: Earle, Judy [Earle.Judy@epa.gov]
CC: Jablonski, Janice [jablonski.janice@epa.gov]
Subject: FW: Privacy Act Request - PA-0001-2019
Attachments: PA-0001-2019.pdf

Good morning Judy,

Looks like ARM is being asked to perform the LPO duties. Therefore, I'm requesting what training is needed prior to completing the duties? Thanks!

Michael Hardy
 Senior Information Technology Leader
 Director, Administrative IT Systems Support Staff
 Office of Mission Support
 U.S. Environmental Protection Agency
 Room 3352-L, WJC North – Mailcode 3102A
 1200 Pennsylvania Avenue, Washington, D.C. 20460
 202-564-7899 – Work 571-344-5096 – Cell

From: Gheitu, Judy
Sent: Thursday, April 04, 2019 3:56 PM
To: Hardy, Michael <Hardy.Michael@epa.gov>
Subject: Privacy Act Request - PA-0001-2019

PRIVACY ACT REQUEST CONTROL SHEET

Tracking Number:	Requester:	Date of Request:
PA-0001-2019	Ex. 6 Personal Privacy (PP)	03/19/2019
Program Office:	Assigned to:	Date Received:
OMS OARM	Michael Hardy	03/19/2019
		Due Date:
		05/2/2019
Subject:		
Comments:		
Please supply to the requester all payroll records and wage information from 1/1/15 to 2/1/18. The employee has requested pay stubs, log of sick time, PTO, vacation time, unpaid time off and hours worked. National Privacy Program will close the Privacy Act Request when we a copy of your response letter to the requester.		

Judy Burns Gheitu

Office of Mission Support| Office of Information Security and Privacy (OISP)
1200 Pennsylvania Ave NW| MC 2831T
Washington, DC 20460
202-566-0134

The Office of Information Security and Privacy (OISP) is a customer-focused organization. If I exceed or do not meet your expectations, please feel free to contact: Jeff Anouilh, D-SAISO at anouilh.jeffrey@epa.gov or via phone at (202)566-2455.

Gheitu, Judy

From: Earle, Judy
Sent: Wednesday, March 27, 2019 10:14 AM
To: Gheitu, Judy
Subject: FW: Form submission from: Privacy Act Contact Us about the Privacy Act form

Please log.

This will be considered a PA Request (OARM). However, it must be perfected first.

Therefore, the clock doesn't start for the 20 day due date until the requestor returns to requested information.

I will attempt to contact the employee to request certification of identity.

-----Original Message-----

From: drupal_admin@epa.gov <drupal_admin@epa.gov> On Behalf Of Yvette Whitmire
Sent: Tuesday, March 19, 2019 2:40 PM
To: Earle, Judy <Earle.Judy@epa.gov>
Subject: Form submission from: Privacy Act Contact Us about the Privacy Act form

Submitted on 03/19/2019 2:40PM

Submitted values are:

Ex. 6 Personal Privacy (PP)

Comments: I am requesting my payroll records and wage information from 1/1/15 to 12/1/18. The requested records include pay stubs and log of sick time, PTO, vacation time, unpaid time off, and hours worked.

Web Area: Privacy Act

Delivery Report

From: Hardy, Michael [Hardy.Michael@epa.gov]
Sent: 6/26/2019 11:41:00 AM
To: Earle, Judy [Earle.Judy@epa.gov]
Subject: Read: Privacy Act Request - PA-0001-2019

Your message

To: Hardy, Michael
CC: Achamfour, Morrison; Gheitu, Judy
Subject: RE: Privacy Act Request - PA-0001-2019
Sent: 5/31/2019 8:32:47 PM

was read 6/26/2019
on 11:40:30
AM

Your message

To: Hardy, Michael
Subject: RE: Privacy Act Request - PA-0001-2019
Sent: Friday, May 31, 2019 4:32:47 PM (UTC-05:00) Eastern Time (US & Canada)

was read on Wednesday, June 26, 2019 7:40:30 AM (UTC-05:00) Eastern Time (US & Canada).

Message

From: Aguilar, Marlyn [Aguilar.Marlyn@epa.gov]
Sent: 7/19/2017 1:11:35 PM
To: Gheitu, Judy [Gheitu.Judy@epa.gov]; Earle, Judy [Earle.Judy@epa.gov]
Subject: RE: Privacy Act Request Supporting Information: PA-0001-2017

Hi Judy,

The EPA Procedure for Processing Privacy Act Requests

http://intranet.epa.gov/oei/imitpolicy/qic/ciopolicy/processing_pa_requests.pdf

states that the ISO or System Owner is responsible for responding to the individual in writing.

Thanks!
Marlyn

From: Gheitu, Judy
Sent: Wednesday, July 19, 2017 8:54 AM
To: Aguilar, Marlyn <Aguilar.Marlyn@epa.gov>; Earle, Judy <Earle.Judy@epa.gov>
Subject: FW: Privacy Act Request Supporting Information: PA-0001-2017

Marlyn, **Ex. 5 Deliberative Process (DP)**

Judy Burns Gheitu

Office of Environmental Information | Office of Information Security and Privacy (OISP)
1200 Pennsylvania Ave NW | MC 2822T
Washington, DC 20460
202-566-0134

The Office of Information Security and Privacy (OISP) is a customer-focused organization. If I exceed or do not meet your expectations, please feel free to contact: Jeff Anouilh, D-SAISO at anouilh.jeffrey@epa.gov or via phone at (202)566-2455.

From: Sabbagh, Bill
Sent: Wednesday, July 19, 2017 7:16 AM
To: Gheitu, Judy <Gheitu.Judy@epa.gov>; McGuire, Cathy <McGuire.Cathy@epa.gov>
Subject: RE: Privacy Act Request Supporting Information: PA-0001-2017

Hi Judy

Thanks for the document,
but

Ex. 5 Deliberative Process (DP)

Thank you

From: Gheitu, Judy
Sent: Tuesday, July 18, 2017 2:35 PM

To: McGuire, Cathy <McGuire.Cathy@epa.gov>; Sabbagh, Bill <sabbagh.bill@epa.gov>

Subject: RE: Privacy Act Request Supporting Information: PA-0001-2017

Good afternoon Cathy,

I found a couple of letter templates used by the FOIA office and Marlyn Aguilar updated them. I hope they suffice.

Judy Burns Gheitu

Office of Environmental Information | Office of Information Security and Privacy (OISP)
1200 Pennsylvania Ave NW | MC 2822T
Washington, DC 20460
202-566-0134

The Office of Information Security and Privacy (OISP) is a customer-focused organization. If I exceed or do not meet your expectations, please feel free to contact: Jeff Anouilh, D-SAISO at anouilh.jeffrey@epa.gov or via phone at (202)566-2455.

From: McGuire, Cathy

Sent: Monday, July 17, 2017 10:28 AM

To: Earle, Judy <Earle.Judy@epa.gov>; Gheitu, Judy <Gheitu.Judy@epa.gov>

Cc: Sabbagh, Bill <sabbagh.bill@epa.gov>; McGuire, Cathy <McGuire.Cathy@epa.gov>

Subject: RE: Privacy Act Request Supporting Information: PA-0001-2017

Importance: High

Judy and Judy,

Just a quick follow-up to the email I sent on Thursday to confirm you received it. Please let me know if you have any questions.

Cathy

Cathy McGuire
OEI SharePoint Site Collection Administrator / OEI Liaison Privacy Official
OEI/OBOS/Information and Security Division
Mail code N-229-01
109 TW Alexander Drive
Durham, NC 27711

email: mcguire.cathy@epa.gov

(w) 919-541-4053

(cell) 919-885-3705

From: McGuire, Cathy

Sent: Thursday, July 13, 2017 2:52 PM

To: Earle, Judy <Earle.Judy@epa.gov>; Gheitu, Judy <Gheitu.Judy@epa.gov>

Cc: bill sabbagh (<sabbagh.bill@epa.gov> <sabbagh.bill@epa.gov>); Cathy McGuire <McGuire.Cathy@epa.gov>; Crawford, Tim <Crawford.Tim@epa.gov>; Kerwin, Courtney <Kerwin.Courtney@epa.gov>

Subject: Privacy Act Request Supporting Information: PA-0001-2017

Judy and Judy,

This email is in response to Privacy Act Request (PA-001-2017). The request was from Mr. James Chelmowski and covered the period of September 1, 2015 to June 9, 2017. Mr. Chelmowski requested under both FOIA 5 USC 552 and Privacy Act 5 USC 552a the Agency produce from *FOIAonline*, *EPA-9* & *EPA-GOVT-2 of EPA.System.of.Records* all

FOIAonline records which are Related to the Requester include for all the FOIAonline individual records including but not limited to all FOIAonline record fields, entries, status change, assignments, case file, notes, comments, logs, notes, etc. for all my EPA FOIA requests required for both Privacy Act and/or FOIA request.

In my capacity as the OEI Liaison Privacy Official (LPO), I reached out to each of the respective system owners: Tim Crawford (EPA-9, FOIAonline) and Courtney Kerwin (EPA-GOVT-2, FDMS) in response to this request.

Information Re: Records Pertaining to Mr. Chelmowski found in EPA-9, FOIAonline

I was informed by Larry Gottesman (FOIA Office) this information is currently being researched by Wendy Schumacher (FOIA Office) as a result of a recent EPA FOIA request for the same information. Mr. Gottesman recommended for Privacy Act Response to PA-001-2017, the EPA Privacy Officer explain to Mr. Chelmowski that any records found based on his request for records pertaining to him in EPA-9 FOIAonline would be sent to him from the EPA FOIA Office. The FOIA case numbers are EPA-HQ-2017-008255 and EPA-HQ-2017-008256.

Information Re: Records Pertaining to Mr. Chelmowski found in FDMS, formerly EPA-GOVT-2

*Courtney Kerwin (FDMS system owner) responded there are no FOIAonline records maintained within FDMS. Unless this request were to cover **all** records related to Mr. Chelmowski (which was not her read of the request), the Agency do not have any records to provide.*

In regards to the written response to Mr. Chelmowski, I have spoken with my Division Director, Bill Sabbagh and he agrees this should come from the Privacy Office since the request was directed to the Agency Privacy Official.

If you have any questions please reach out to me at mcguire.cathy@epa.gov or 919.541.4053.

Thank you,

Cathy

Cathy McGuire
OEI SharePoint Site Collection Administrator / OEI Liaison Privacy Official
OEI/OBOS/Information and Security Division
Mail code N-229-01
109 TW Alexander Drive
Durham, NC 27711

email: mcguire.cathy@epa.gov

(w) 919-541-4053
(cell) 919-885-3705

Message

From: Sabbagh, Bill [sabbagh.bill@epa.gov]
Sent: 7/18/2017 3:12:41 PM
To: McGuire, Cathy [McGuire.Cathy@epa.gov]; Earle, Judy [Earle.Judy@epa.gov]; Gheitu, Judy [Gheitu.Judy@epa.gov]; McKinney, Robert [mckinney.robert@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Privacy Act Request Supporting Information: PA-0001-2017

Importance: High

Greetings all,

Rob, Judy and Judy,

We as OEI FOIA office (OEI internally focused) and OEI Privacy office (OEI internally focused) have provided the necessary documentation to the Agency Privacy office, working and coordinating our response with the agency FOIA office.

We believe the next step is the agency Privacy office will consolidate the response and forward to the requestor.

I also want to remind you that this FOIA is due tomorrow, July 19 COB.

Thank you

Bill Sabbagh
 Director,
 Information & Security Program Division (ISPD)
 Office of Business Operation and Services (OBOS)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency (US EPA)
Office Location:
 Suite 5322G EPA West | [1301 Constitution Ave NW](#) | Map: <http://tinyurl.com/hbem8>
Mailing Address:
 U.S. EPA | 1200 Pennsylvania Ave NW Mail Code: 2832T | [Washington, DC 20460](#)
 Phone: [202-566-9859](tel:202-566-9859) | Cell: [202-302-3722](tel:202-302-3722) Email: Sabbagh.bill@epa.gov

From: McGuire, Cathy
Sent: Monday, July 17, 2017 10:28 AM
To: Earle, Judy <Earle.Judy@epa.gov>; Gheitu, Judy <Gheitu.Judy@epa.gov>
Cc: Sabbagh, Bill <sabbagh.bill@epa.gov>; McGuire, Cathy <McGuire.Cathy@epa.gov>
Subject: RE: Privacy Act Request Supporting Information: PA-0001-2017
Importance: High

Judy and Judy,

Just a quick follow-up to the email I sent on Thursday to confirm you received it. Please let me know if you have any questions.

Cathy

Cathy McGuire
 OEI SharePoint Site Collection Administrator / OEI Liaison Privacy Official
 OEI/OBOS/Information and Security Division
 Mail code N-229-01

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Durham, NC 27711

email: mcguire.cathy@epa.gov

(w) 919-541-4053
(cell) 919-885-3705

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Sent: Thursday, July 13, 2017 2:52 PM
To: Earle, Judy <Earle.Judy@epa.gov>; Gheitu, Judy <Gheitu.Judy@epa.gov>
Cc: bill sabbagh (sabbagh.bill@epa.gov) <sabbagh.bill@epa.gov>; Cathy McGuire <McGuire.Cathy@epa.gov>; Crawford, Tim <Crawford.Tim@epa.gov>; Kerwin, Courtney <Kerwin.Courtney@epa.gov>
Subject: Privacy Act Request Supporting Information: PA-0001-2017

Judy and Judy,

This email is in response to Privacy Act Request (PA-001-2017). The request was from Mr. James Chelmowski and covered the period of September 1, 2015 to June 9, 2017. Mr. Chelmowski requested under both FOIA 5 USC 552 and Privacy Act 5 USC 552a the Agency produce from *FOIAonline, EPA-9 & EPA-GOVT-2 of EPA.System.of.Records* all FOIAonline records which are Related to the Requester include for all the FOIAonline individual records including but not limited to all FOIAonline record fields, entries, status change, assignments, case file, notes, comments, logs, notes, etc. for all my EPA FOIA requests required for both Privacy Act and/or FOIA request.

In my capacity as the OEI Liaison Privacy Official (LPO), I reached out to each of the respective system owners: Tim Crawford (EPA-9, FOIAonline) and Courtney Kerwin (EPA-GOVT-2, FDMS) in response to this request.

Information Re: Records Pertaining to Mr. Chelmowski found in EPA-9, FOIAonline

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Information Re: Records Pertaining to Mr. Chelmowski found in FDMS, formerly EPA-GOVT-2

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In regards to the written response to Mr. Chelmowski, I have spoken with my Division Director, Bill Sabbagh and he agrees this should come from the Privacy Office since the request was directed to the Agency Privacy Official.

If you have any questions please reach out to me at mcguire.cathy@epa.gov or 919.541.4053.

Thank you,

Cathy

Cathy McGuire
OEI SharePoint Site Collection Administrator / OEI Liaison Privacy Official
OEI/OBOS/Information and Security Division
Mail code N-229-01

109 TW Alexander Drive
Durham, NC 27711

email: mcguire.cathy@epa.gov

(w) 919-541-4053
(cell) 919-885-3705

Message

From: McGuire, Cathy [McGuire.Cathy@epa.gov]
Sent: 6/22/2017 1:55:04 PM
To: Gheitu, Judy [Gheitu.Judy@epa.gov]; Earle, Judy [Earle.Judy@epa.gov]
Subject: RE: PRIVACY ACT REQUEST CONTROL SHEET PA-0001-2017

Judy and Judy,

Question?

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Cathy

Cathy McGuire
 OEI SharePoint Site Collection Administrator / OEI Liaison Privacy Official
 OEI/OBOS/Information and Security Division

email: mcguire.cathy@epa.gov

(w) 919-541-4053
 (cell) 919-885-3705

From: Gheitu, Judy
Sent: Wednesday, June 21, 2017 4:04 PM
To: McGuire, Cathy <McGuire.Cathy@epa.gov>
Cc: Earle, Judy <Earle.Judy@epa.gov>
Subject: PRIVACY ACT REQUEST CONTROL SHEET PA-0001-2017

PRIVACY ACT REQUEST CONTROL SHEET

Tracking Number:	Requester:	Date of Request: 05/02/17
PA-0001-2017	Chelmoski	Date Received: 03/20/17
Program Office:	Subject:	Due Date: 07/19/17
OEI	All records about requester	
Comments:		
Seeking records related to requester from FOIAonline (EPA-9) and FDMS (EPA-Govt-2).		

Message

From: Gheitu, Judy [Gheitu.Judy@epa.gov]
Sent: 6/21/2017 8:12:21 PM
To: Macon, Tonya [Macon.Tonya@epa.gov]
CC: Earle, Judy [Earle.Judy@epa.gov]
Subject: PRIVACY ACT REQUEST CONTROL SHEET PA-0002-2017
Attachments: PRIVACY ACT REQUEST CONTROL SHEET PA-0002-2017.docx; FW: Privacy Act Request for Information; FW: Privacy Act Request for Information

PRIVACY ACT REQUEST CONTROL SHEET

Tracking Number:	Requester:	Date of Request: 06/09/17
PA-0002-2017	Ex. 6 Personal Privacy (PP)	Date Received: 06/09/17
Program Office:	Subject:	Due Date: 07/19/17
OIG	All investigative files/records about requester	
Comments:		

PRIVACY ACT REQUEST CONTROL SHEET

Tracking Number:	Requester:	Date of Request: 06/09/17
PA-0002-2017	Ex. 6 Personal Privacy (PP)	Date Received: 06/09/17
Program Office:	Subject:	Due Date: 07/19/17
OIG	All investigative files/records about requester	
Comments:		

PRIVACY ACT REQUEST CONTROL SHEET

Tracking Number:	Requester:	Date of Request: 06/09/17
PA-0002-2017	Ex. 6 Personal Privacy (PP)	Date Received: 06/09/17
Program Office:	Subject:	Due Date:
OECA	All investigative files/records about requester	
Comments:		

Message

From: McGuire, Cathy [McGuire.Cathy@epa.gov]
Sent: 7/13/2017 6:51:41 PM
To: Earle, Judy [Earle.Judy@epa.gov]; Gheitu, Judy [Gheitu.Judy@epa.gov]
CC: Sabbagh, Bill [sabbagh.bill@epa.gov]; McGuire, Cathy [McGuire.Cathy@epa.gov]; Crawford, Tim [Crawford.Tim@epa.gov]; Kerwin, Courtney [Kerwin.Courtney@epa.gov]
Subject: Privacy Act Request Supporting Information: PA-0001-2017
Attachments: EPA Privacy Act related EPA-HQ-2017-008256.pdf; PRIVACY ACT REQUEST CONTROL SHEET PA-0001-2017.docx

Judy and Judy,

This email is in response to Privacy Act Request (PA-001-2017). The request was from Mr. James Chelmowski and covered the period of September 1, 2015 to June 9, 2017. Mr. Chelmowski requested under both FOIA 5 USC 552 and Privacy Act 5 USC 552a the Agency produce from *FOIAonline, EPA-9 & EPA-GOVT-2 of EPA.System.of.Records* all FOIAonline records which are Related to the Requester include for all the FOIAonline individual records including but not limited to all FOIAonline record fields, entries, status change, assignments, case file, notes, comments, logs, notes, etc. for all my EPA FOIA requests required for both Privacy Act and/or FOIA request.

In my capacity as the OEI Liaison Privacy Official (LPO), I reached out to each of the respective system owners: Tim Crawford (EPA-9, FOIAonline) and Courtney Kerwin (EPA-GOVT-2, FDMS) in response to this request.

Information Re: Records Pertaining to Mr. Chelmowski found in EPA-9, FOIAonline

I was informed by Larry Gottesman (FOIA Office) this information is currently being researched by Wendy Schumacher (FOIA Office) as a result of a recent EPA FOIA request for the same information. Mr. Gottesman recommended for Privacy Act Response to PA-001-2017, the EPA Privacy Officer explain to Mr. Chemowski that any records found based on his request for records pertaining to him in EPA-9 FOIAonline would be sent to him from the EPA FOIA Office. The FOIA case numbers are EPA-HQ-2017-008255 and EPA-HQ-2017-008256.

Information Re: Records Pertaining to Mr. Chelmowski found in FDMS, formerly EPA-GOVT-2

*Courtney Kerwin (FDMS system owner) responded there are no FOIAonline records maintained within FDMS. Unless this request were to cover **all** records related to Mr. Chelmowski (which was not her read of the request), the Agency do not have any records to provide.*

In regards to the written response to Mr. Chelmowski, I have spoken with my Division Director, Bill Sabbagh and he agrees this should come from the Privacy Office since the request was directed to the Agency Privacy Official.

If you have any questions please reach out to me at mcguire.cathy@epa.gov or 919.541.4053.

Thank you,

Cathy

Cathy McGuire
 OEI SharePoint Site Collection Administrator / OEI Liaison Privacy Official
 OEI/OBOS/Information and Security Division
 Mail code N-229-01
 109 TW Alexander Drive
 Durham, NC 27711

email: mcguire.cathy@epa.gov

(w) 919-541-4053

(cell) 919-885-3705

Message

From: Gheitu, Judy [Gheitu.Judy@epa.gov]
Sent: 7/31/2017 2:59:48 PM
To: Earle, Judy [Earle.Judy@epa.gov]
Subject: FW: PRIVACY ACT REQUEST CONTROL SHEET PA-0002-2017 (Time Sensitive)

Judy Burns Gheitu

Office of Environmental Information | Office of Information Security and Privacy (OISP)

1200 Pennsylvania Ave NW | MC 2822T

Washington, DC 20460

202-566-0134

The Office of Information Security and Privacy (OISP) is a customer-focused organization. If I exceed or do not meet your expectations, please feel free to contact: Jeff Anouilh, D-SAISO at anouilh.jeffrey@epa.gov or via phone at (202)566-2455.

From: Gheitu, Judy
Sent: Monday, July 17, 2017 8:56 AM
To: Barvenik, Susan <Barvenik.Susan@epa.gov>
Subject: RE: PRIVACY ACT REQUEST CONTROL SHEET PA-0002-2017 (Time Sensitive)

Thank you, Sue for the update.

Judy Burns Gheitu

Office of Environmental Information | Office of Information Security and Privacy (OISP)

1200 Pennsylvania Ave NW | MC 2822T

Washington, DC 20460

202-566-0134

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From: Barvenik, Susan
Sent: Friday, July 14, 2017 9:22 AM
To: Gheitu, Judy <Gheitu.Judy@epa.gov>
Cc: Macon, Tonya <Macon.Tonya@epa.gov>; Levine, Scott <Levine.Scott@epa.gov>
Subject: FW: PRIVACY ACT REQUEST CONTROL SHEET PA-0002-2017 (Time Sensitive)

Hi Judy,

I wanted to follow up on your request for an update regarding the above-referenced Privacy Act control sheet.

Scott Levine our FOIA Officer, who is out of the office, is the primary point of contact for communications to/from FOIA and PA requesters. I don't have access to Scott's email account in his absence, so I cannot determine if he has communicated with the requester regarding the Privacy Act requests.

Based on my review of our records, this is complicated by the fact that requester appears to also have submitted a separate FOIA request for records overlapping those described in the Privacy Act requests; however, while I located Scott's request for a certification of identity from the requester, I did not see a response to this request. Therefore, I have no documentation available to me to rely on establishing the requester's identity for the FOIA request.

Since I don't know if Scott has already reached out to the requester for the Privacy Act request, and I cannot assume the requester's identity with regard to the FOIA request, I will need to wait for Scott's return to the office on July 25th to follow up further on the status. We will send you a follow up message after Scott returns to the office.

- Sue

From: Gheitu, Judy
Sent: Wednesday, July 12, 2017 9:37 AM
To: Barvenik, Susan <Barvenik.Susan@epa.gov>
Cc: Macon, Tonya <Macon.Tonya@epa.gov>
Subject: RE: PRIVACY ACT REQUEST CONTROL SHEET PA-0002-2017 (Time Sensitive)

Thank you, Susan for your attention to this matter.

Judy Burns Gheitu

Office of Environmental Information | Office of Information Security and Privacy (OISP)

1200 Pennsylvania Ave NW | MC 2822T

Washington, DC 20460

202-566-0134

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From: Barvenik, Susan
Sent: Wednesday, July 12, 2017 9:25 AM
To: Gheitu, Judy <Gheitu.Judy@epa.gov>
Cc: Macon, Tonya <Macon.Tonya@epa.gov>
Subject: FW: PRIVACY ACT REQUEST CONTROL SHEET PA-0002-2017 (Time Sensitive)
Importance: High

Hi Judy,

Tonya let me know that you contacted OIG to follow up on the above-referenced Privacy Act request. Scott Levine, our FOIA officer who is usually the point of contact for this type of question is on leave until July 25, so I am following up on this in his absence.

Please send me the full Privacy Act request; the only information I have currently is the control sheet at the bottom of this email, which I understand came from your office.

Thank you, Sue

From: Gheitu, Judy
Sent: Wednesday, June 21, 2017 4:12 PM
To: Macon, Tonya <Macon.Tonya@epa.gov>
Cc: Earle, Judy <Earle.Judy@epa.gov>
Subject: PRIVACY ACT REQUEST CONTROL SHEET PA-0002-2017

PRIVACY ACT REQUEST CONTROL SHEET

Tracking Number:	Requester:	Date of Request: 06/09/17
PA-0002-2017	Ex. 6 Personal Privacy (PP)	Date Received: 06/09/17
Program Office:	Subject:	Due Date: 07/19/17
OIG	All investigative files/records about requester	
Comments:		

Message

From: Gheitu, Judy [Gheitu.Judy@epa.gov]
Sent: 6/21/2017 8:04:04 PM
To: McGuire, Cathy [McGuire.Cathy@epa.gov]
CC: Earle, Judy [Earle.Judy@epa.gov]
Subject: PRIVACY ACT REQUEST CONTROL SHEET PA-0001-2017
Attachments: PRIVACY ACT REQUEST CONTROL SHEET PA-0001-2017.docx; EPA Privacy Act related EPA-HQ-2017-008256.pdf; EPA Privacy Act related to EPA-HQ-2017-008255.pdf; EPA Privacy Act attachements.pdf; EPA Privacy Act related to EPA-HQ-2017-005390.pdf

PRIVACY ACT REQUEST CONTROL SHEET

Tracking Number:	Requester:	Date of Request: 05/02/17
PA-0001-2017	Chelmoski	Date Received: 03/20/17
Program Office:	Subject:	Due Date: 07/19/17
OEI	All records about requester	
Comments:		
Seeking records related to requester from FOIAonline (EPA-9) and FDMS (EPA-Govt-2).		

Message

From: Gheitu, Judy [Gheitu.Judy@epa.gov]
Sent: 11/4/2019 7:07:53 PM
To: Earle, Judy [Earle.Judy@epa.gov]
Subject: RE: PA-0004-2020

I think I got all the pages. There were 7 pages transmitted.

Judy Burns Gheitu

Office of Mission Support | Office of Information Security and Privacy (OISP)
1200 Pennsylvania Ave NW | MC 2831T
Washington, DC 20460
202-566-0134

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From: Earle, Judy <Earle.Judy@epa.gov>
Sent: Monday, November 04, 2019 2:04 PM
To: Gheitu, Judy <Gheitu.Judy@epa.gov>
Subject: PA-0004-2020

Well I tried to scan it to a file, but it didn't work. Therefore, I will have to send separate pages.

Judy A. Earle, MHA
Agency, Privacy Officer
1200 Pennsylvania Ave. NW
MC-2831 T Cube: 2335-Q
WJC-West Building
Washington, DC 20460
Desk: 202-566-1668
Mobile: 202-440-1624

The Office of Information Security and Privacy (OISP) is a customer-focused organization. If I exceed or do not meet your expectations, please feel free to contact: Robert McKinney CISO at McKinney.Robert@epa.gov or via phone at (202)564-0921.

Message

From: Hope, Brian [Hope.Brian@epa.gov]
Sent: 10/24/2017 4:16:21 PM
To: Gheitu, Judy [Gheitu.Judy@epa.gov]; Earle, Judy [Earle.Judy@epa.gov]
Subject: RE: Privacy Act Request - Control Sheet PA-001-2017A
Attachments: Chelmowski Response.10.20.17.pdf

Thanks, Judy. Response has been mailed. Copy attached. Let me know if you need anything else. Thanks.
 - Brian

Brian T. Hope
 Deputy Director
 Office of the Executive Secretariat
 Office of the Administrator
 (202) 564-8212

From: Gheitu, Judy
Sent: Thursday, October 19, 2017 4:06 PM
To: Hope, Brian <Hope.Brian@epa.gov>
Subject: FW: Privacy Act Request - Control Sheet PA-001-2017A

The requester's name and address is included in the attached pdf.

Judy Burns Gheitu

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 1200 Pennsylvania Ave NW | MC 2831T
 Washington, DC 20460
 202-566-0134

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From: Gheitu, Judy
Sent: Monday, July 10, 2017 2:47 PM
To: Brian Hope <hope.brian@epa.gov>
Cc: Earle, Judy <Earle.Judy@epa.gov>
Subject: Privacy Act Request - Control Sheet PA-001-2017A

PRIVACY ACT REQUEST CONTROL SHEET

Tracking Number:	Requester:	Date of Request: 05/02/17
PA-0001-2017 A	Chelmowski	Date Received: 03/20/17
Program Office:	Subject:	Due Date: 08/04/17
OA	All records about requester	
Comments:		
Seeking records related to requester from Correspondence Management System (EPA-22).		

Judy Burns Gheitu

Office of Environmental Information | Office of Information Security and Privacy (OISP)
1200 Pennsylvania Ave NW | MC 2822T
Washington, DC 20460
202-566-0134

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UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

October 20, 2017

OFFICE OF THE
EXECUTIVE SECRETARIAT

Mr. James Chelmowski

Ex. 6 Personal Privacy (PP)

Dear Mr. Chelmowski:

This letter responds to the Privacy Act request submitted by you and received by the U.S. Environmental Protection Agency on May 2, 2017, and assigned tracking number PA-0001-2017. The request seeks records about you contained in two Federal Information Systems that are Privacy Act Systems of Records and other EPA databases and email systems. This letter responds to the portion of your request concerning the Correspondence Management System, EPA-22.

The U.S. Environmental Protection Agency conducted a search of the Correspondence Management System and located no records responsive to your request.

If you have any concerns with this response you may appeal to the EPA Privacy Officer at:

Records, FOIA and Privacy Branch
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW (2822T)
Washington, D.C. 20460

Please note that only correspondence mailed through the United States Postal Service can be delivered to the address above. If you want to deliver your appeal in person, via courier service or via an overnight delivery service, you must address your correspondence to 1301 Constitution Avenue, NW, Room 6416J, Washington, D.C. 20001.

Your appeal must be submitted no later than 30 calendar days from the date of this letter and should include the request number listed above. The agency will not consider appeals received after the 30 calendar-day limit. For the quickest possible handling, the appeal letter and its envelope should be marked "Privacy Act Appeal."

Sincerely,

A handwritten signature in black ink, appearing to read "Brian T. Hope", is written over a horizontal line.

Brian T. Hope
AO Privacy Liaison Official

Message

From: Hope, Brian [Hope.Brian@epa.gov]
Sent: 10/19/2017 8:02:28 PM
To: Earle, Judy [Earle.Judy@epa.gov]
CC: Gheitu, Judy [Gheitu.Judy@epa.gov]
Subject: RE: Privacy Act Request - Control Sheet PA-001-2017A

Hi, Judy. We have not yet responded to the request below because we do not have the requestor's address, either regular mail or email. Would you please provide a copy of the incoming so we can respond? Thanks.
 - Brian

From: Earle, Judy
Sent: Tuesday, July 11, 2017 8:26 AM
To: Hope, Brian <Hope.Brian@epa.gov>
Cc: Gheitu, Judy <Gheitu.Judy@epa.gov>
Subject: RE: Privacy Act Request - Control Sheet PA-001-2017A

Brian you are required to send a response to the requestor.
 Please be sure to indicate which SORN you have searched that revealed no responsive records.
 In addition, please send the National Privacy Program a copy of the response letter to the requestor in order to close out your portion of the request.

Thanks.

From: Hope, Brian
Sent: Monday, July 10, 2017 3:17 PM
To: Gheitu, Judy <Gheitu.Judy@epa.gov>
Cc: Earle, Judy <Earle.Judy@epa.gov>
Subject: RE: Privacy Act Request - Control Sheet PA-001-2017A

A search of the Correspondence Management System has yielded no responsive records. I searched by both name/citizen and subject line. Please let me know if you need anything else. Thanks.
 - Brian

From: Gheitu, Judy
Sent: Monday, July 10, 2017 2:47 PM
To: Hope, Brian <Hope.Brian@epa.gov>
Cc: Earle, Judy <Earle.Judy@epa.gov>
Subject: Privacy Act Request - Control Sheet PA-001-2017A

PRIVACY ACT REQUEST CONTROL SHEET

Tracking Number:	Requester:	Date of Request: 05/02/17
PA-0001-2017 A	Chelmowski	Date Received: 03/20/17
Program Office:	Subject:	Due Date: 08/04/17
OA	All records about requester	
Comments:		
Seeking records related to requester from Correspondence Management System (EPA-22).		

Judy Burns Gheitu

Office of Environmental Information | Office of Information Security and Privacy (OISP)
1200 Pennsylvania Ave NW | MC 2822T
Washington, DC 20460
202-566-0134

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Message

From: Sanderson, Bobby [sanderson.bobby@epa.gov]
Sent: 10/7/2019 6:04:47 PM
To: Earle, Judy [Earle.Judy@epa.gov]; Gheitu, Judy [Gheitu.Judy@epa.gov]
Subject: RE: Correction to previous email. Privacy Act request PA-0002-2020

Okay

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Bobby

From: Earle, Judy <Earle.Judy@epa.gov>
Sent: Monday, October 7, 2019 14:01
To: Gheitu, Judy <Gheitu.Judy@epa.gov>; Sanderson, Bobby <sanderson.bobby@epa.gov>
Subject: RE: Correction to previous email. Privacy Act request PA-0002-2020

Thanks Ms. Judy.

Bobby, I will contact the requestor to get him to certify his identity. Please do not send any records until the certification has been completed.

From: Gheitu, Judy <Gheitu.Judy@epa.gov>
Sent: Monday, October 7, 2019 12:20 PM
To: Sanderson, Bobby <sanderson.bobby@epa.gov>
Cc: Earle, Judy <Earle.Judy@epa.gov>
Subject: Correction to previous email. Privacy Act request PA-0002-2020

Tracking Number:	Requester:	Date of Request:
PA-0002-2020	Ex. 6 Personal Privacy (PP)	10/04/2019
Program Office:	Assigned to:	Date Received:
OISP	Bobby Sanderson	10/07/2019
		Due Date: 11/7/2019
Subject: Response to Privacy Act Request		
Comments:		

Ex. 6 Personal Privacy (PP)

Bobby, please provide your response to the requester
Program a copy of that response.

Ex. 6 Personal Privacy (PP)

Please send the National Privacy

Judy Burns Gheitu
Office of Mission Support | Office of Information Security and Privacy (OISP)
1200 Pennsylvania Ave NW | MC 2831T
Washington, DC 20460
202-566-0134

The Office of Information Security and Privacy (OISP) is a customer-focused organization. If I exceed or do not meet your expectations, please feel free to contact: Jeff Anouilh, D-SAISO at anouilh.jeffrey@epa.gov or via phone at (202)566-2455.

-----Original Message-----

From: Earle, Judy <Earle.Judy@epa.gov>
Sent: Monday, October 07, 2019 10:57 AM
To: Gheitu, Judy <Gheitu.Judy@epa.gov>
Subject: FW: Form submission from: Privacy Act Contact Us about the Privacy Act form

Please log as a Privacy Act request and assign to OIG.

-----Original Message-----

From: drupal_admin@epa.gov <drupal_admin@epa.gov> On Behalf Of **Ex. 6 Personal Privacy (PP)** via EPA
Sent: Friday, October 4, 2019 11:26 AM
To: Earle, Judy <Earle.Judy@epa.gov>
Subject: Form submission from: Privacy Act Contact Us about the Privacy Act form

Submitted on 10/04/2019 11:26AM
Submitted values are:

Ex. 6 Personal Privacy (PP)

Judy Burns Gheitu

Office of Mission Support| Office of Information Security and Privacy (OISP)
1200 Pennsylvania Ave NW| MC 2831T
Washington, DC 20460
202-566-0134

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UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF MISSION SUPPORT

Mr. James Chelmowski

Ex. 6 Personal Privacy (PP)

Re: Privacy Act request PA-0003-2020

Dear Mr. Chelmowski:

This is in response to your October 16, 2019 Privacy Act Request. In this request you asked for:

A request for the EPA to provide any and all EPA's directives, policies and procedures for Privacy Act requests. Also, provide any and all EPA's internal manuals, and instructions for Privacy Act requests.

Information responsive to your request is enclosed. This completed the Privacy Act request.

If you have any questions, please contact me at 202-566-1668.

Sincerely,

Judy Earle, Agency Privacy Officer
Office of Information Security and Privacy

Enclosures: Processing PA Requests Procedure
Internet sit – Submit a P.A. Request
Contact US

cc: FOIA Office

Message

From: Gheitu, Judy [Gheitu.Judy@epa.gov]
Sent: 10/31/2019 9:08:42 PM
To: Earle, Judy [Earle.Judy@epa.gov]
Subject: Emailing: Response to FOIA EPA-HQ-2019-008876
Attachments: Response to FOIA EPA-HQ-2019-008876.docx

Your message is ready to be sent with the following file or link attachments:

Response to FOIA EPA-HQ-2019-008876

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF MISSION SUPPORT

Mr. James Chelmowski

Ex. 6 Personal Privacy (PP)

Re: Privacy Act request PA-0004-2020

Dear Mr. Chelmowski:

This is in response to your October 16, 2019 Privacy Act Request. In this request you asked for:

- 1) EPA to provide copies of the all the EPA's "PRIVACY ACT REQUEST CONTROL SHEET"(s) from January 1, 2017 to September 13, 2019, including but not limited to Privacy Act Control Sheet PA-0001-2017.
- 2) EPA to provide copies of the FOIA and/or Privacy Act request associated with the "PRIVACY ACT REQUEST CONTROL SHEET"(s) from January 1, 2017 to September 13, 2019 including but not limited to FOIA and/or Privacy Act request associated with Privacy Act Control Sheet PA-0001-2017.

Information responsive to your request is enclosed. This response includes Control Sheets for P.A. request only. The FOIA will respond under separate cover.

If you have any questions, please contact me at 202-566-1668.

Sincerely,

Judy Earle, Agency Privacy Officer
Office of Information Security and Privacy

Enclosures: FY-17 Privacy Act Request Tracking and Control Sheet(s)
FY-18 Privacy Act Request Tracking and Control Sheet(s)
FY-19 Privacy Act Request Tracking and Control Sheet(s)

Message

From: Sanderson, Bobby [sanderson.bobby@epa.gov]
Sent: 10/7/2019 4:45:26 PM
To: Gheitu, Judy [Gheitu.Judy@epa.gov]
CC: Earle, Judy [Earle.Judy@epa.gov]
Subject: RE: Correction to previous email. Privacy Act request PA-0002-2020

Thank you, Judy. I have initiated review with OIG General Counsel.

Bobby

From: Gheitu, Judy <Gheitu.Judy@epa.gov>
Sent: Monday, October 7, 2019 12:20
To: Sanderson, Bobby <sanderson.bobby@epa.gov>
Cc: Earle, Judy <Earle.Judy@epa.gov>
Subject: Correction to previous email. Privacy Act request PA-0002-2020

Tracking Number:	Requester:	Date of Request:
PA-0002-2020	Ex. 6 Personal Privacy (PP)	10/04/2019
Program Office:	Assigned to:	Date Received:
OISP	Bobby Sanderson	10/07/2019
		Due Date: 11/7/2019

Subject: Response to Privacy Act Request

Comments:

Ex. 6 Personal Privacy (PP)

Bobby, please provide your response to the requester **Ex. 6 Personal Privacy (PP)** Please send the National Privacy Program a copy of that response.

Judy Burns Gheitu
Office of Mission Support| Office of Information Security and Privacy (OISP)
1200 Pennsylvania Ave NW| MC 2831T
Washington, DC 20460
202-566-0134

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-----Original Message-----

From: Earle, Judy <Earle.Judy@epa.gov>

Sent: Monday, October 07, 2019 10:57 AM

To: Gheitu, Judy <Gheitu.Judy@epa.gov>

Subject: FW: Form submission from: Privacy Act Contact Us about the Privacy Act form

Please log as a Privacy Act request and assign to OIG.

-----Original Message-----

From: drupal_admin@epa.gov <drupal_admin@epa.gov> On Behalf Of Ex. 6 Personal Privacy (PP) via EPA

Sent: Friday, October 4, 2019 11:26 AM

To: Earle, Judy <Earle.Judy@epa.gov>

Subject: Form submission from: Privacy Act Contact Us about the Privacy Act form

Submitted on 10/04/2019 11:26AM

Submitted values are:

Ex. 6 Personal Privacy (PP)

Judy Burns Gheitu

Office of Mission Support | Office of Information Security and Privacy (OISP)
1200 Pennsylvania Ave NW | MC 2831T
Washington, DC 20460
202-566-0134

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Message

From: Gheitu, Judy [Gheitu.Judy@epa.gov]
Sent: 4/10/2018 4:19:26 PM
To: Sanderson, Bobby [sanderson.bobby@epa.gov]
CC: Earle, Judy [Earle.Judy@epa.gov]
Subject: FW: Privacy Act Request
Attachments: PRIVACY ACT REQUEST CONTROL SHEET PA-0002-2018.docx; FW: Form submission from: Privacy Act Contact Us about the Privacy Act form

Hello Bobby,

I'm just checking to see if you can give me a status on this Privacy Act Request. Once it has been completed please forward a copy of the response letter to the requester to Judy Earle the Agency Privacy Officer. The National Privacy Program will then close out this request.

Thank you and have a great day.

Judy Burns Gheitu

Office of Environmental Information | Office of Information Security and Privacy (OISP)
 1200 Pennsylvania Ave NW | MC 2831T
 Washington, DC 20460
 202-566-0134

The Office of Information Security and Privacy (OISP) is a customer-focused organization. If I exceed or do not meet your expectations, please feel free to contact: Jeff Anouilh, D-SAISO at anouilh.jeffrey@epa.gov or via phone at (202)566-2455.

From: Gheitu, Judy
Sent: Wednesday, March 14, 2018 9:05 AM
To: Sanderson, Bobby <sanderson.bobby@epa.gov>; Macon, Tonya <Macon.Tonya@epa.gov>
Cc: Earle, Judy <Earle.Judy@epa.gov>
Subject: Privacy Act Request

PRIVACY ACT REQUEST CONTROL SHEET

Tracking Number:	Requester:	Date of Request: 03/13/2018
PA-0002-2018	Ex. 6 Personal Privacy (PP)	Date Received: 03/14/2018
Program Office:	Subject:	Due Date: 04/10/2018
OIG	Privacy Act records about requester relating to all documents, mailings, recordings, complaints, hotline complaints, interviews, travel costs, plus any other evidentiary item conducted by the US EPA OIG	
Comments:		

Judy Burns Gheitu

Office of Environmental Information | Office of Information Security and Privacy (OISP)
1200 Pennsylvania Ave NW | MC 2831T
Washington, DC 20460
202-566-0134

The Office of Information Security and Privacy (OISP) is a customer-focused organization. If I exceed or do not meet your expectations, please feel free to contact: Jeff Anouilh, D-SAISO at anouilh.jeffrey@epa.gov or via phone at (202)566-2455.

Delivery Report

From: Gheitu, Judy [Gheitu.Judy@epa.gov]
Sent: 6/3/2019 1:31:29 PM
To: Earle, Judy [Earle.Judy@epa.gov]
Subject: Read: Privacy Act Request - PA-0001-2019

Your message

To: Hardy, Michael
CC: Achamfour, Morrison; Gheitu, Judy
Subject: RE: Privacy Act Request - PA-0001-2019
Sent: 5/31/2019 8:32:47 PM

was read 6/3/2019
on 1:30:47
PM

Your message

To: Gheitu, Judy
Subject: RE: Privacy Act Request - PA-0001-2019
Sent: Friday, May 31, 2019 4:32:47 PM (UTC-05:00) Eastern Time (US & Canada)

was read on Monday, June 3, 2019 9:30:47 AM (UTC-05:00) Eastern Time (US & Canada).

Message

From: Earle, Judy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BCB28DD4BFC7439F8D70CF70AF136A88-JEHUTT]
Sent: 10/10/2017 5:47:14 PM
To: Macon, Tonya [Macon.Tonya@epa.gov]
Subject: RE: PRIVACY ACT REQUEST CONTROL SHEET PA-0002-2017 (Time Sensitive)

Where is the response to this request?

From: Macon, Tonya
Sent: Tuesday, October 10, 2017 12:01 PM
To: Earle, Judy <Earle.Judy@epa.gov>
Subject: FW: PRIVACY ACT REQUEST CONTROL SHEET PA-0002-2017 (Time Sensitive)
Importance: High

FYI – I believe this email will answer your question.

From: Gheitu, Judy
Sent: Wednesday, July 12, 2017 9:37 AM
To: Barvenik, Susan <Barvenik.Susan@epa.gov>
Cc: Macon, Tonya <Macon.Tonya@epa.gov>
Subject: RE: PRIVACY ACT REQUEST CONTROL SHEET PA-0002-2017 (Time Sensitive)

Thank you, Susan for you attention to this matter.

Judy Burns Gheitu

Office of Environmental Information | Office of Information Security and Privacy (OISP)

1200 Pennsylvania Ave NW | MC 2822T

Washington, DC 20460

202-566-0134

The Office of Information Security and Privacy (OISP) is a customer-focused organization. If I exceed or do not meet your expectations, please feel free to contact: Jeff Anouilh, D-SAISO at anouilh.jeffrey@epa.gov or via phone at (202)566-2455.

From: Barvenik, Susan
Sent: Wednesday, July 12, 2017 9:25 AM
To: Gheitu, Judy <Gheitu.Judy@epa.gov>
Cc: Macon, Tonya <Macon.Tonya@epa.gov>
Subject: FW: PRIVACY ACT REQUEST CONTROL SHEET PA-0002-2017 (Time Sensitive)
Importance: High

Message

From: Earle, Judy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BCB28DD4BFC7439F8D70CF70AF136A88-JEHUTT]
Sent: 7/10/2017 6:47:36 PM
To: Gheitu, Judy [Gheitu.Judy@epa.gov]
Subject: Re: Privacy Act Request - Control Sheet PA-001-2017A

Thanks.

From: Gheitu, Judy
Sent: Monday, July 10, 2017 2:46:50 PM
To: Hope, Brian
Cc: Earle, Judy
Subject: Privacy Act Request - Control Sheet PA-001-2017A

PRIVACY ACT REQUEST CONTROL SHEET

Tracking Number:	Requester:	Date of Request: 05/02/17
PA-0001-2017 A	Chelmowski	Date Received: 03/20/17
Program Office:	Subject:	Due Date: 08/04/17
OA	All records about requester	
Comments:		
Seeking records related to requester from Correspondence Management System (EPA-22).		

Judy Burns Gheitu

Office of Environmental Information | Office of Information Security and Privacy (OISP)
 1200 Pennsylvania Ave NW | MC 2822T
 Washington, DC 20460
 202-566-0134

The Office of Information Security and Privacy (OISP) is a customer-focused organization. If I exceed or do not meet your expectations, please feel free to contact: Jeff Anouilh, D-SAISO at anouilh.jeffrey@epa.gov or via phone at (202)566-2455.

PRIVACY ACT REQUEST CONTROL SHEET

Tracking Number:	Requester:	Date of Request: 06/09/17		
PA-0002-2017	Ex. 6 Personal Privacy (PP)	Date Received: 06/09/17		
Program Office:	Subject:	Due Date: 08/25/17		
OECA	All investigative files/records about requester			
Comments:				
<p>The requestor wanted this to also be sent to OECA for search of investigative files.</p> <p>Please review your SORNs to identify any records related to him.</p> <p>If records are found they must be reviewed, redacted as necessary and submitted to the requestor prior to due date.</p> <p>Once the review is completed, if no records are found, this too must be communicated to the requestor.</p> <p>Upon completion of the search and review, send a copy of the response letter (only) to the National Privacy Program for closure of the request.</p>				



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF MISSION SUPPORT

Mr. James Chelmowski

Ex. 6 Personal Privacy (PP)

Re: Privacy Act request PA-0004-2020

Dear Mr. Chelmowski:

This is in response to your October 16, 2019 Privacy Act Request. In this request you asked for:

- 1) EPA to provide copies of the all the EPA's "PRIVACY ACT REQUEST CONTROL SHEET"(s) from January 1, 2017 to September 13, 2019, including but not limited to Privacy Act Control Sheet PA-0001-2017.
- 2) EPA to provide copies of the FOIA and/or Privacy Act request associated with the "PRIVACY ACT REQUEST CONTROL SHEET"(s) from January 1, 2017 to September 13, 2019 including but not limited to FOIA and/or Privacy Act request associated with Privacy Act Control Sheet PA-0001-2017.

Information responsive to your request is enclosed. This response includes Control Sheets for P.A. request only. The FOIA will respond under separate cover.

If you have any questions, please contact me at 202-566-1668.

Sincerely,

Judy Earle, Agency Privacy Officer
Office of Information Security and Privacy

Enclosures: FY-17 Privacy Act Request Tracking and Control Sheet(s)
FY-18 Privacy Act Request Tracking and Control Sheet(s)
FY-19 Privacy Act Request Tracking and Control Sheet(s)

Privacy Act Requests Tracking 2019

	Control Number	Date Received	Requester	Assigned Organization	Completion Date
1	PA-0001-2019	3/19/2019	Ex. 6 Personal Privacy (PP)	OMS OARM	
2					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
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16					
17					
18					
19					
20					

PRIVACY ACT REQUEST CONTROL SHEET

Tracking Number:	Requester:	Date of Request:
PA-0001-2019	Ex. 6 Personal Privacy (PP)	03/19/2019
Program Office:	Assigned to:	Date Received:
OMS OARM	Ex. 6 Personal Privacy (PP)	03/19/2019
		Due Date:
		05/2/2019
Subject:		
Comments:		
Please supply to the requester all payroll records and wage information from 1/1/15 to 2/1/18. The employee has requested pay stubs, log of sick time, PTO, vacation time, unpaid time off and hours worked. National Privacy Program will close the Privacy Act Request when we a copy of your response letter to the requester.		

Privacy Act Requests Tracking 2018

	Control Number	Date Received	Requester	Assigned Organization	Completion Date
1	PA-0001-2018	10/10/2017	Ex. 6 Personal Privacy (PP)	OCFO 10/11/17	11/15/2017
2	PA-0002-2018	3/13/2018		OIG 03/14/18	4/10/2018
4					
5					
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17					
18					
19					
20					

PRIVACY ACT REQUEST CONTROL SHEET

Tracking Number:	Requester:	Date of Request:
PA-0002-2018	Protect Democracy Project	07/30/2018
Program Office:	Assigned to:	Date Received:
OECA	Ex. 6 Personal Privacy (PP)	08/15/2018
		Due Date:
		09/13/2018
Subject:		
Comments:		
All records mentioning or naming the individual requestors contained in a EPA Privacy Act system of records.		Ex. 6 Personal Privacy (PP)

Privacy Act Requests Tracking 2017

	Control Number	Date Received	Requester	Assigned Organization	Completion Date
1	PA-0001-2017	3/20/2017	Ex. 6 Personal Privacy (PP)	DEI 06/21/17	
2	PA-0002-2017	5/16/2017		DIG 06/21/17	
	PA-0001-2017A	3/20/2017		DA 07/10/17	
4	PA-0002-2017			DECA 07/31/17	
5					
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Subject: PRIVACY ACT REQUEST CONTROL SHEET PA-0001-2017

PRIVACY ACT REQUEST CONTROL SHEET

Tracking Number:	Requester:	Date of Request: 05/02/17
PA-0001-2017	Ex. 6 Personal Privacy (PP)	Date Received: 03/20/17
Program Office:	Subject:	Due Date: 07/19/17
OEI	All records about requester	
Comments:		
Seeking records related to requester from FOIAonline (EPA-9) and FDMS (EPA-Govt-2).		

PRIVACY ACT REQUEST CONTROL SHEET

Tracking Number:	Requester:	Date of Request: 06/09/17
PA-0002-2017	Ex. 6 Personal Privacy (PP)	Date Received: 06/09/17
Program Office:	SUBJECT:	Due Date: 08/25/17
OECA	All investigative files/records about requester	
Comments:		
<p>The requestor wanted this to also be sent to OECA for search of investigative files.</p> <p>Please review your SORNs to identify any records related to him.</p> <p>If records are found they must be reviewed, redacted as necessary and submitted to the requestor prior to due date.</p> <p>Once the review is completed, if no records are found, this too must be communicated to the requestor.</p> <p>Upon completion of the search and review, send a copy of the response letter (only) to the National Privacy Program for closure of the request.</p>		

Message

From: Earle, Judy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BCB28DD4BFC7439F8D70CF70AF136A88-JEHUTT]
Sent: 11/1/2019 6:18:09 PM
To: Gheitu, Judy [Gheitu.Judy@epa.gov]
Subject: FOIA Requests # 1

There is one document missing for PA-0004-2020. PA-0001-2018 Control Sheet is missing. Plus, I can still see the people name on the control sheets. Please make sure you provide a xerox copy of the redacted form so that they can't review the requestor's name.

If Lee ask you to upload into FOIA Online, please make sure you get all the right documents loaded. Make sure you add the missing document and copied version before you upload.

Judy A. Earle, MHA

Agency, Privacy Officer
1200 Pennsylvania Ave. NW
MC-2831 T Cube: 2335-Q
WJC-West Building
Washington, DC 20460
Desk: 202-566-1668
Mobile: 202-440-1624

The Office of Information Security and Privacy (OISP) is a customer-focused organization. If I exceed or do not meet your expectations, please feel free to contact: Robert McKinney CISO at McKinney.Robert@epa.gov or via phone at (202)564-0921.

Message

From: Earle, Judy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BCB28DD4BFC7439F8D70CF70AF136A88-JEHUTT]
Sent: 10/7/2019 5:50:08 PM
To: Gheitu, Judy [Gheitu.Judy@epa.gov]
Subject: RE: FOIA Assignment for EPA-HQ-2019-008874

Thanks for the control sheet.

Have you started gathering the procedure for Privacy Act Requests? Also, the page on the internet site that allows individuals to submit a requests, I would also include that as an external resource for submitting PA requests.

From: Gheitu, Judy <Gheitu.Judy@epa.gov>
Sent: Monday, October 7, 2019 12:03 PM
To: Earle, Judy <Earle.Judy@epa.gov>
Subject: FW: FOIA Assignment for EPA-HQ-2019-008874

PRIVACY ACT REQUEST CONTROL SHEET

Tracking Number:	Requester:	Date of Request:
PA-0001-2020	James Chelmowski	10/03/2019
Program Office:	Assigned to:	Date Received:
OISP	Judy Earle	10/07/2019
		Due Date:
Subject: Response to FOIA request EPA-HQ-2019-008874		
Comments:		
FOIA is asking OISP to: "Provide any and all EPA's directives, policies and procedures for Privacy Act requests. Also, provide any and all EPA's internal manuals, and instructions for Privacy Act requests."		

Please respond to the above request for information.

Judy Burns Gheitu

Office of Mission Support | Office of Information Security and Privacy (OISP)
 1200 Pennsylvania Ave NW | MC 2831T
 Washington, DC 20460
 202-566-0134

The Office of Information Security and Privacy (OISP) is a customer-focused organization. If I exceed or do not meet your expectations, please feel free to contact: Jeff Anouilh, D-SAISO at anouilh.jeffrey@epa.gov or via phone at (202)566-2455.

From: Earle, Judy <Earle.Judy@epa.gov>
Sent: Monday, October 07, 2019 9:49 AM

To: Gheitu, Judy <Gheitu.Judy@epa.gov>
Subject: FW: FOIA Assignment for EPA-HQ-2019-008874

Please log this on the PA request log and return to me.

Next, I need you to gather the Privacy Act Request procedure into an email for the responsive record.

From: Earle, Judy
Sent: Monday, October 7, 2019 7:08 AM
To: McKinney, Robert <mckinney.robert@epa.gov>
Cc: Kelly, Lee <Kelly.Lee@epa.gov>
Subject: RE: FOIA Assignment for EPA-HQ-2019-008874

Will do.

From: McKinney, Robert <mckinney.robert@epa.gov>
Sent: Monday, October 7, 2019 7:07 AM
To: Earle, Judy <Earle.Judy@epa.gov>
Cc: Kelly, Lee <Kelly.Lee@epa.gov>
Subject: RE: FOIA Assignment for EPA-HQ-2019-008874

Yes, please have someone pull all for the process, the FOIA is asking for "Provide any and all EPA's directives, policies and procedures for Privacy Act requests. Also, provide any and all EPA's internal manuals, and instructions for Privacy Act requests."

Thanks,

Rob
CISO / CPO
OMS/EI - OISP
(202) 564-0921 (w)
(202) 280-9135 (m)

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From: Earle, Judy <Earle.Judy@epa.gov>
Sent: Monday, October 7, 2019 7:04 AM
To: McKinney, Robert <mckinney.robert@epa.gov>
Cc: Kelly, Lee <Kelly.Lee@epa.gov>
Subject: RE: FOIA Assignment for EPA-HQ-2019-008874

Yes, we have procedures for filing a Privacy Act request. However, when they request any and all it is normally processed as a Freedom of Information Act request.

A privacy act request is a first party request – when Judy ask for records about Judy. Also, when it's strictly a Privacy Act request they would identify the SORN from which the records they sought.

Ex. 5 Deliberative Process (DP)

Let me know if you need me to pull the document.

From: McKinney, Robert <mckinney.robert@epa.gov>
Sent: Sunday, October 6, 2019 8:29 AM
To: Earle, Judy <Earle.Judy@epa.gov>
Cc: Kelly, Lee <Kelly.Lee@epa.gov>
Subject: RE: FOIA Assignment for EPA-HQ-2019-008874

Judy,

Please see below.

I'm not familiar with "Privacy Act requests." What are they? Do we deal with them? Do we have directives for them?

Thanks,

Rob
CISO / CPO
OMS/EI - OISP
(202) 564-0921 (w)
(202) 280-9135 (m)

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From: Kelly, Lee <Kelly.Lee@epa.gov>
Sent: Friday, October 4, 2019 2:16 PM
To: McKinney, Robert <mckinney.robert@epa.gov>
Subject: FW: FOIA Assignment for EPA-HQ-2019-008874

Good Afternoon Rob,

As I mentioned the other day below is the new FOIA request – should I send this to Judy for the information or ??

Thank You,

Lee Kelly – MSc., CISSP
Division Director - TCO
Office of Information Security and Privacy
Office of Mission Support
US Environmental Protection Agency
Phone: 202.566.1197 (Office); 202.430.2451 (Mobile)

Ex. 6 Personal Privacy (PP)

The Office of Information Security and Privacy (OISP) is a customer-focused organization. If I exceed or do not meet your expectations, please feel free to contact: Robert McKinney, CISO, at McKinney.Robert@epa.gov or via phone at (202) 564-0921.

From: admin@foiaonline.gov <admin@foiaonline.gov>
Sent: Thursday, October 3, 2019 3:42 PM

To: Kelly, Lee <Kelly.Lee@epa.gov>

Subject: FOIA Assignment for EPA-HQ-2019-008874

You have been assigned to the FOIA request - EPA-HQ-2019-008874. Additional details for this item are as follows:

- Tracking Number: EPA-HQ-2019-008874
- Requester: Mr. James Chelmowski
- Request Track: Simple
- Submitted Date: 09/13/2019
- Due Date: 11/01/2019
- Short Description: N/A
- Description: Provide any and all EPA's directives, policies and procedures for Privacy Act requests. Also, provide any and all EPA's internal manuals, and instructions for Privacy Act requests. The EPA has identified some the detailed documents for EPA FOIA requirements including directives, policies, procedures, manuals and/or instructions in other FOIA requests, therefore similar documents must exist for Privacy Act requests. see for example the attached is the EPA's "The Key Steps to Providing Any FOIA Request".
- Assigned Comments: OISP has been identified as the leading office in processing the above FOIA request since potentially responsive records are located within OISP. Please process within the statutory time frame, but if more time is needed, communicate with the requester to negotiate a new due date.

PRIVACY ACT REQUEST CONTROL SHEET

Tracking Number:	Requester:	Date of Request: 10/03/2017
PA-0001-2018	Ex. 6 Personal Privacy (PP)	Date Received: 10/13/2017
Program Office:	Subject:	Due Date: 11/15/2017
OCFO	Privacy Act records about requester relating to pension/payments	
Comments:		

Ex. 6 Personal Privacy (PP)

October 3, 2017

EPA Privacy Act Officer
 Headquarters Freedom of Information Office
 Office of Environmental Information (MC-2822T))
 U.S. Environmental Protection Agency
 1200 Pennsylvania Ave., NW., Washington, DC 20460

Re: Former Employee Record Request
 Pursuant to the Privacy Act of 1974, and
 PeoplePlus System

Dear Privacy Officer:

I am **Ex. 6 Personal Privacy (PP)** I stipulate that I understand it is a misdemeanor punishable by fine up to \$5,000 to knowingly and willfully seek or obtain access to records about another individual under false pretenses.

I am hereby requesting records in response to a Social Security Administration (SSA) requirement for documentation relevant to my appeal of the SSA's initial benefits determination.

The EPA PA systems of records notices to which this request relates is a People Plus matter involving Office of Personnel Management's routine use of administering employee retirement deductions.

This request is made in compliance with the SSA requirements for documents:

- 1) Showing that I am not (and have not been) receiving monthly pension benefits associated with my work for EPA; and
- 2) Providing proof of the amount of any lump sum payment received and the effective date of such payment.

The Social Security Administration requires that such proof "be the original or a certified copy from your previous employer . . . showing the pension amount and effective date." *See attached*, Letter from Social Security Administration dated September 26, 2017 (underscoring added).

*See attached, Letter from Social Security Administration dated September 26, 2017
(underscoring added).*

Ex. 6 Personal Privacy (PP)

Please send the above-described information/documents **by mail**.

Thank you for your response to this request. Please let me know if there is any additional information I can provide.

Sincerely,

Ex. 6 Personal Privacy (PP)

Enclosure

Page 2
Lt. to EPA Privacy Act Officer
October 3, 2017

Social Security Administration Retirement, Survivors and Disability Insurance

SEPSC
1200 REV ABRAHAM WOODS
JR BLVD

BIRMINGHAM, AL 35285-0001

Date: September 26, 2017

Claim Number: Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Dear **Ex. 6 Personal Privacy (PP)**

We received a form SSA-561 (Request for Reconsideration) from you regarding your benefit amount. In order to further review your request, we need additional information about the pension that you receive based on work not covered by Social Security. Please provide proof of the monthly gross amount of your non-covered pension. If you do not receive a pension payment each month, please provide proof of the amount of any lump sum payment(s) received and the effective date(s).

This proof must be the original or a certified copy from your previous employer or pension paying agency, showing the pension amount and effective date. It cannot be a photocopy. Write your full name on the document. If you do not wish to write on the document, attach a slip of paper with this information on the document. Your document will be returned promptly. If you do not want to release your original evidence/document, you can take it to any Social Security office for certification and forwarding to us.

Please return this information in the envelope provided or to any Social Security office. If we do not receive the requested information within 60 days of the date of this notice, a determination will be made based on the evidence on file. If the material we are requesting is not available or you need more time to obtain the material, please let us know by return mail as soon as possible.

Suspect Social Security Fraud?

Please visit <http://oig.ssa.gov/r> or call the Inspector General's Fraud Hotline at 1-800-269-0271 (TTY 1-866-501-2101).

If You Have Any Questions

See Next Page

We invite you to visit our website at www.ssa.gov on the Internet to find general information about Social Security. If you have any specific questions, call us at 1-800-772-1213. We can answer most questions over the phone. If you are deaf or hard of hearing, you may call our TTY number, 1-800-325-0778. If you prefer to visit one of our offices, please check the local telephone directory for the office nearest you. Or call us and we can give you the office address. Also, if you plan to visit an office, you may call ahead to make an appointment. Please have this letter with you if you call or visit an office. It will help us answer your questions.

Social Security Administration

Enclosure:

Envelope